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Palm Beach Community College
LLRC
4200 Congress Avenue
Lake Worth, FL 33461-4796



Discover The Sweet Smell Of Success!

PALM BEACH COMMUNITY COLLEGE

THE BULLETIN • 1996-1997

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Palm Beach Community College

The Bulletin 1996 - 1997

The Palm Beach Community College Bulletin is designed to serve as an information and reference guide, dealing with most aspects of the College including policies, facilities, degree programs, course offerings, services and personnel. Since the statements contained in the catalog are for informational purposes only, the *Bulletin* should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the *Bulletin* are applicable as stated, but PBCC reserves the right to initiate changes including, but not limited to, academic requirements for graduation, without direct notification to individuals. Mindful of its responsibility to students, the College is committed to make every possible effort to keep students informed of any changes.

Though the College *Bulletin* is produced as a reference guide, it is important for each student to assume ultimate responsibility to keep himself/herself apprised of current requirements for graduation for a particular degree program.

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 Telephone (561) 439-8344 (TDD)

Calendar

| CALENDAR 1996-1997 | FALL TERMS | | | | WINTER TERMS | | | | SUMMER TERMS | | |
|--|--|--|--|-------------------------------|--|--|---------------------------------|---------------------------------|--------------------------|--------------------------|--------------------------|
| | Semester | 1st. 8 Wk. Term | 12 Wk. Term | 2nd 8 Wk. Term | Semester | 1st. 8 Wk. Term | 12 Wk. Term | 2nd. 8 Wk. Term | Summer A | Summer B | Summer 12 Wk. |
| | | | | | | | | | | | |
| Dates For Each Term | August 26 to December 19 | August 26 to October 18 | September 24 to December 19 | October 22 to December 19 | January 6 to May 8 | January 6 to February 28 | February 5 to May 8 | March 3 to May 8 | May 12 to June 23 | June 30 to August 7 | May 12 to August 7 |
| Currently enrolled Register | April 8 to August 23 | April 8 to August 23 | April 8 to September 23 | April 8 to October 21 | November 19 to January 3 | November 19 to January 3 | November 19 to February 4 | November 19 to February 28 | April 7 to May 9 | April 7 to June 26 | April 7 to May 9 |
| FINAL Registration | August 19-23 | August 19-23 | Sept. 17-23 | October 7-21 | January 2-3 | January 2-3 | Jan. 29-Feb. 4 | Feb. 17-28 | May 9 | June 26 | May 9 |
| Classes BEGIN | August 26 | August 26 | September 24 | October 22 | January 6 | January 6 | February 5 | March 3 | May 12 | June 30 | May 12 |
| Schedule Changes | August 26-30 | August 26-27 | Sept. 24-27 | October 22-23 | January 6-10 | January 6-7 | Feb. 5-10 | March 3-4 | May 12-13 | June 30-July 1 | May 12-13 |
| 100% Refund Date | August 30 | August 27 | September 27 | October 23 | January 10 | January 7 | February 10 | March 4 | May 13 | July 1 | May 13 |
| CLAST Registration Deadline | September 6 | September 6 | September 6 | September 6 | January 17 | January 17 | January 17 | January 17 | May 9 | May 9 | May 9 |
| Last day to make up Grades of "I" from Previous Term | September 24 | September 24 | September 24 | September 24 | February 5 | February 5 | February 5 | February 5 | ** | ** | ** |
| Grad. Application Deadline for next Commencement | September 30 | September 30 | September 30 | September 30 | February 11 | February 11 | February 11 | February 11 | May 27 | July 9 | May 27 |
| CLAST (Saturday) | October 5 | October 5 | October 5 | October 5 | February 15 | February 15 | February 15 | February 15 | June 7 | June 7 | June 7 |
| Withdrawal/Audit/WX Deadline | October 31 | September 26 | November 13 | November 25 | March 21 | February 6 | April 3 | April 15 | June 4 | July 22 | July 7 |
| Withdrawal from all classes Deadline | December 10 | October 9 | December 10 | December 10 | April 24 | February 19 | April 24 | April 24 | June 11 | July 28 | July 28 |
| Term ENDS | December 19 | October 18 | December 19 | December 19 | May 8 | February 28 | May 8 | May 8 | June 23 | August 7 | August 7 |
| Commencement | December 19 | December 19 | December 19 | December 19 | May 8 | May 8 | May 8 | May 8 | August 7 | August 7 | August 7 |
| Testing Dates For CLAST | October 5 Register by Sept. 6 | October 5 Register by Sept. 6 | October 5 Register by Sept. 6 | October 5 Register by Sept. 6 | February 15 Register by Jan. 17 | February 15 Register by Jan. 17 | February 15 Register by Jan. 17 | February 15 Register by Jan. 17 | June 7 Register by May 9 | June 7 Register by May 9 | June 7 Register by May 9 |
| Student Holidays | September 2 October 11 Nov. 11, 28-29 Dec. 20-Jan. 1 | September 2 October 11 Nov. 11, 28-29 Dec. 20-Jan. 1 | October 11 Nov. 11, 28-29 Dec. 20-Jan. 1 | Nov. 11, 28-29 Dec. 20-Jan. 1 | January 20 March 10-14 March 28 April 10 | January 20 March 10-14 March 28 April 10 | March 10-14 March 28 April 10 | March 10-14 March 28 April 10 | May 26 | | May 26 |

Calendar dates are subject to change without notice or liability. The College is closed on Fridays from May 16, 1997 through August 8, 1997.

**See subsequent calendar dates
International students are only admitted for the standard fall and winter semesters.
Deadlines for international student applications are May 28, 1996 for the fall 1996 semester and November 1, 1996 for the winter 1997 semester.

Palm Beach Community College operates on a semester basis with certain non-standard length terms offered within each semester by some campuses.
Summer sessions consist of two six-week terms and one concurrent twelve week term.
All college credit is awarded in semester hours regardless of term length.

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Chapter 1

HISTORY

Palm Beach Junior College became Florida's first public community college in 1933 as the result of a number of conferences among civic leaders led by Joe Youngblood, county superintendent of public schools, and Howell L. Watkins, principal of Palm Beach High School. In the beginning, it was a co-educational, day-student junior college with primary emphasis on preparation for upper-division work in colleges and universities. For the first 15 years, the College scheduled classes at Palm Beach High School, where Watkins served as dean of the College, as well as principal of the high school.

In February of 1948, under the leadership of its first president, John I. Leonard, the College moved to a 21-acre site at Morrison Field, then a deactivated World War II Army Air Base and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the College to move to the Lake Park Town Hall, where it carried on a curtailed program for five years.

The Palm Beach County Commission donated the present 114-acre Lake Worth site of the College in 1956, and the Florida Legislature voted \$1,047,000 for buildings. It was at this time that the College began to build its first permanent campus.

In 1958, Leonard retired, and Dr. Harold C. Manor assumed the duties of president. Under Dr. Manor's leadership, the College experienced tremendous growth in enrollment, staff, course offerings and services to the community. Many technical/vocational courses and programs were developed, and the College continued to strengthen its reputation for academic excellence.

In 1965, the Board of Public Instruction merged Roosevelt Junior College, located in West Palm Beach, with Palm Beach Junior College. The merger of the seven-year-old school, which was under the presidency of Britton G. Sayles, brought its properties, students and six of its 18 full-time faculty members to the Palm Beach Junior College campus between June and August of that same year.

In the early 1970s, attendance centers opened in Belle Glade, Boca Raton and northern Palm Beach County. In June of 1976, ground breaking for the first buildings at PBJC Glades took place. Classes began in the new facility in January of 1978.

In 1978, after 21 years of outstanding leadership, Dr. Manor retired; and Dr. Edward M. Eissey, a PBJC graduate, became the College's third president. Vigorous expansion of

educational programs, increased cooperation with business and industry, unflagging zeal in pursuit of College objectives at both county and state levels are hallmarks of Eissey's administration.

In the spring of 1971, selected courses for PBJC South were first offered on the Florida Atlantic University Campus. A formalized agreement was enacted in fall of 1973, bringing the South Center into existence. In the fall term of 1983, PBJC South used portable classroom buildings located on a site leased from Florida Atlantic University in Boca Raton. In 1986, state funding for the first permanent classroom building was provided.

Ground breaking for the first building at PBJC North, on a 108-acre campus on PGA Boulevard in Palm Beach Gardens, took place in July of 1980, and first-phase buildings were opened for use in June of 1982.

In 1988, the PBCC Board of Trustees approved Dr. Eissey's recommendation for a name change from Palm Beach Junior College to Palm Beach Community College to reflect more accurately the broad scope of programs and services.

Over the years, Palm Beach Community College built a reputation for quality education in Palm Beach County. The College offers over 100 majors in the associate in arts degree and two-year associate in science degrees as well as certificate programs. Ongoing continuing studies courses upgrade job skills, and personal enrichment seminars are frequently offered.

PHILOSOPHY

Palm Beach Community College provides quality education based on high academic standards and the needs of the people of Palm Beach County. Individual responsibility is highly valued, and each student is encouraged to utilize available resources to pursue academic and personal success.

MISSION

Palm Beach Community College holds as its highest priority an academic environment of excellence conducive to lifelong learning, where individuals can attain knowledge and develop the skills and attributes necessary to become effective citizens who meet the challenges of a dynamic, multicultural world.

Palm Beach Community College is a public, equal-access institution. Its mission is to provide:

- Academic programs that award an associate in arts degree which will permit transfer to upper-level institutions,

- Technical/vocational programs that award associate in science degrees and professional certificates leading to employment and/or further education,
- Courses and special programs to retrain and upgrade employment skills,
- Preparatory instruction for students needing academic development to succeed in college-level work,
- Continuing studies and community-service programs which address special education, community development and economic needs,
- Student support services that promote student performance and success,
- Business and planning/information services that support and supplement the instructional programs,
- Technological education and career-related programs to prepare students for the information age,
- Multicultural experiences within the College and the global community.

ACCREDITATION

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in arts and associate in science degrees.

Accreditation has also been granted by professional organizations for certain specific programs. This is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

MEMBERSHIPS

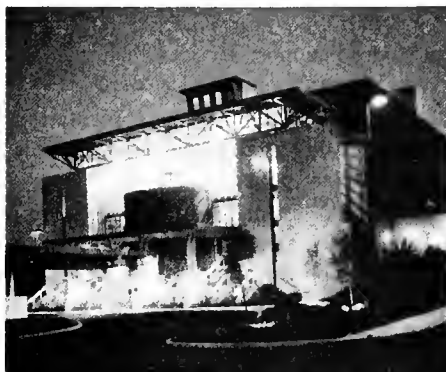
The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, the Florida Association of Collegiate Registrars and Admissions Officers and others.

PBCC FOUNDATION

The PBCC Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments



PBCC Central Campus in Lake Worth



PBCC Edward M. Eissey Campus in Palm Beach Gardens



PBCC Glades Campus in Belle Glade



PBCC South Campus in Boca Raton

within the College and with various individuals and agencies within the community and the state.

The Foundation owns and operates the PBCC Museum of Art, provides funding for Endowed Faculty Chairs and raises scholarship funds. Applications are available on all campuses.

PALM BEACH COMMUNITY COLLEGE DISTRICT

Locations

Courses are offered at four campus locations and a variety of attendance centers located throughout Palm Beach County. Each campus offers general education requirement courses; however, certain programs may be available at one location only.

Central Campus

The Central Campus, located on Congress Avenue in Lake Worth, is PBCC's largest and longest-established campus. It is bordered by beautiful Lake Osborne and John Prince Park and has accommodated the educational needs of the community for over 39 years.

The 114-acre campus offers an extensive selection of majors leading to an associate in arts degree for those planning on transferring to universities, associate in science degrees and certificates for those pursuing technical fields and certificate programs. In addition, the campus offers a wide variety of non-credit classes through the continuing studies department. Among the many programs available at the Central Campus, nursing, paramedic, dental health, hospitality/food service, early childhood, criminal justice, plumbing and electrical apprenticeship, drafting, interior design, graphic design and real estate programs have attracted many students from the community as well as the nation.

The spacious Watson B. Duncan III Theatre serves as Central Campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the general public.

Panther Park, a brand new student apartment housing community that can accommodate over 600 students, is now available to students interested in walking or biking to and from the Central Campus.

Edward M. Eissey Campus

The Palm Beach Community College Eissey Campus, located in Palm Beach Gardens, opened in 1982 as a permanent, full-time facility.

The associate in arts degree program, which transfers to all 10 state universities, has concentrations in many fields. The associate in science degree, for those planning to enter the work force, is available in Computer Information Systems Technology; Film, Television and Video Technology; Legal Assisting; Ornamental Horticulture; Radiography; Respiratory Care; and Business.

A 750-seat Edward M. Eissey Campus Theatre presents educational and cultural programs for the benefit of the College and the general public. The facility is also a training center for the campus theater program. The campus has a Career Resource Center, a Center for Personalized Instruction, state-of-the-art computer classrooms and laboratories, a 250-seat Alfred W. Meldon Lecture Hall, and The Art Gallery.

Glades Campus

Nestled on the banks of a small lake in Belle Glade, the Glades Campus opened in 1972. The permanent facility was built in 1977.

The campus offers comprehensive courses for college transfer to four-year institutions as well as vocational, technical and continuing education courses.

In addition, the 470-seat Dolly Hand Cultural Arts Center, located on the Glades Campus, was completed in 1982. The theater offers a variety of cultural and entertainment performances, and it is available for rental by individuals and organizations for lectures and meetings.

South Campus

In 1971, Palm Beach Community College began offering academic courses in south Palm Beach County in Boca Raton. In 1989, the PBCC South site was officially designated as a campus. Since then, classroom buildings, a student services building, a gymnasium and a campus bookstore have been added to the campus.

The South Campus curriculum includes many college transfer programs, a number of vocational and technical offerings as well as non-credit programs in continuing studies. With the addition of the first building and a grant from IBM, South Campus began a Business Training Center. The focus of the Business Training Center is to provide customized training for businesses and a full range of computer courses through the PC Institute and training on the AS/400.

Because Florida Atlantic University is adjacent to the PBCC South Campus, many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location.

Chapter 2

It is the desire of Palm Beach Community College to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. The student services office works in partnership with academic affairs and other components of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the vice president of student services giving district-wide leadership and direction in this area.

One condition of enrollment at the College is that the student maintains good deportment and is law-abiding. The vice president of student services and campus provosts, with the assistance of the deans of student services and other college personnel, are responsible for interpreting and enforcing school policies, rules and regulations that apply to students.

Listing of Student Services and Activities:

1. Academic Advisement
2. Admissions
3. Assemblies
4. Athletics
5. Career Planning
6. Clubs and Organizations
7. Counseling
8. Financial Aid
9. Health Services
10. Housing Listings
11. Information
12. Insurance
13. Intramurals
14. Job Placement
15. Lost & Found
16. Orientation
17. Placement Tests
18. Recruitment
19. Registration
20. Retention and Completion
21. Student Handbook
22. Student Publications
23. Testing Services
24. Veteran Affairs

ACADEMIC ADVISEMENT

On the Central Campus, arrangements for academic advising will be made for all entering students who have declared a major field of study by the various division chairpersons and program managers during orientation. Students who do not declare a major are academically advised by one of the student services' counselors until a major is declared. On other campuses, students are advised by student services' counselors, advisers and

program managers. At orientation, advice and information will be given to the student regarding what subjects are necessary to accomplish a certain major, as well as graduation from college. During the school year, academic advisers will be available in their offices to assist the students in working out academic programs for the coming term. Students are encouraged to maintain contact with academic advisers in order to be absolutely certain they are taking the right courses needed for graduation in their chosen major or transfer to their preferred university. Students bear the ultimate responsibility for course selection.

ASSEMBLIES

Lectures, musical and dramatic productions and other assembly programs are provided by the College.

ATHLETICS

The College has varsity intercollegiate athletic teams for women in basketball, volleyball and softball and for men in basketball and baseball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the athletics program operates. The program provides an opportunity for good competition, development of skills and experiences in self-discipline and cooperation for the highly skilled student. Students with disabilities are encouraged to try out for teams on which they might successfully participate.

CAREER PLANNING AND JOB PLACEMENT

Career planning and job placement are available to assist you with clarifying your career goals and selecting a college major. These resources provide students with the opportunity to explore interests, values and abilities and obtain information regarding career opportunities. Career counseling is offered on all four campuses. Inquire at the student services/counseling office on the campus you are attending. Full-time and part-time employment opportunities are regularly received from employers in business and industry, government and education. These listings are available for students to review on all campuses. Written and audio-visual resources, counseling and seminars are provided on the various aspects of securing employment, such as resume writing, interviewing and job search skills, as

well as related topics concerning career planning.

Job Placement: The job placement program provides current information on job opportunities in the local area, while maintaining a close working relationship with the State Employment office. Written materials, counseling and seminars are provided on resume writing, interview skills and various other aspects of securing employment.

CLUBS AND ORGANIZATIONS

Student Government

Each of the campuses has a student government group: Student Government Association (SGA) on Central Campus, Glades and South Campuses; and Student Activity Committee on the Edward M. Eisey Campus. These groups are designed to provide guidance and direction to the student body, develop student programs and activities and promote student involvement, develop positive working relationships between various segments of the College and provide students with opportunities to develop and exercise leadership skills. Each government group elects an executive committee that does much of the planning for the organization. Students are encouraged to become active participants in the student government body. Contact your campus student services office for more information.

Student Organizations

Palm Beach Community College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures for the establishment and sanctioning of a special interest group. A list of such groups now sanctioned is printed below.

Central Campus

1. Black Student Union
2. Brain Bowl
3. Cheerleaders
4. Collegiate Music Educators National Conference
5. Computer Club (*DPMA*)
6. Delta Epsilon Chi (*Marketing Club*)
7. Drama Club (*PBCC Players*)
8. Early Childhood Education
9. Performing Musical Groups:
 - Brass Ensemble*
 - Concert Choir*
 - Jazz Ensemble*
 - Percussion Ensemble*

4 Student Services

String Ensemble *Woodwind Ensemble*

10. Phi Theta Kappa (*Academic Honors Society*)
11. Student Government Association
12. Student Nurses Association
13. Student American Dental Hygiene Association
14. Students for International Understanding

Edward M. Eisey Campus

1. Art Alliance
2. Brain Bowl
3. Christian Club
4. Debate Club
5. Florida African-American Student Association
6. Northstage (Theater Club)
7. Phi Beta Lambda (Business Club)
8. Phi Theta Kappa (Honors Society)
9. Political Form
10. Student Activities Committee
11. Students for International Understanding
12. Video Club

Glades Campus

1. Florida African-American Student Association
2. Phi Theta Kappa (Honors Society)
3. Student Government Association

South Campus

1. Black Student Association
2. Chess Club (Chesters)
3. Spanish and Latin Student Association (SALSA)
4. Non Traditional Student Organization
5. Phi Theta Kappa (Honors Society)
6. Political Forum
7. Southside Players
8. Student Government Association

To hold office in a student organization, a student must have a minimum 2.0 grade point average at the beginning of his/her tenure of office and must achieve a minimum 2.0 average during each semester of his/her stay in office.

To be a member of an academic honors society, a student must have at least a 3.2 average.

COUNSELING SERVICE

The student services counseling staff is on duty on all four campuses during day and evening hours to provide counseling, academic advising and career information.

DISABLED STUDENTS SERVICES

Palm Beach Community College complies with all laws and regulations applicable to qualified disabled individuals as required in section 504 of the Rehabilitation Act of

1973 and The Americans with Disabilities Act of 1990. These laws mandate reasonable accommodations which assure disabled students the opportunity for equal access to, and participation in, all College activities and/or services.

It is the responsibility of the student to apply for services and to provide the College with the appropriate documentation in support of a disability claim. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations before service can be provided.

Students with disabilities are encouraged to meet with the designated disabled student adviser at their individual campus before registration. Identifying special needs to the appropriate adviser is most helpful in providing information and services. The adviser can also act as an advocate and liaison with instructors, College staff and local agencies.

Coordinators for Students with Disabilities:

| | |
|-----------------|----------------------------------|
| Central Campus: | Susan Lang 439-8174 (TDD) |
| Eisey Campus: | Joanna Steffes 625-2428 (TDD) |
| South Campus: | Kim Camardo 367-4507 (TDD) |
| Glades Campus: | Helen Franke 992-6166 (TDD) |
| District Coord: | Elivio Serrano 439-8151 (TDD) |

LOST AND FOUND

Recovered lost articles may be claimed in the security office at the Central and Eisey campuses, in the registrar's office at the Glades Campus and in the Academic Support Center at the South Campus.

STUDENT PUBLICATION

The *Beachcomber*, the College newspaper, is published bimonthly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The *Beachcomber* has earned many state and national awards in recent years. The *Beachcomber* is located on the Central Campus. A College magazine is also published on the Edward M. Eisey Campus.

STUDENT HANDBOOK

All regulations and policies pertaining to student conduct are listed in the *Student Handbook*. Copies are available in the student services office on each campus.

HEALTH SERVICES

The following services are available at Palm Beach Community College.

- Health counseling by appointment
- First-aid treatment
- Student accident insurance and application and claim forms
- Liaison with health agencies and personnel
- Health-screening programs
- CPR and multimedia first-aid instruction
- Physical education medical waivers

Student services offices on all campuses provide health information programming and health referral services.

In case of serious accident or illness, the family doctor and/or the parents, guardian or next of kin are notified immediately by the student services office.

Acquired Immune Deficiency Syndrome (AIDS): AIDS is a terminal disease with no known cure. The underlying pathology of AIDS is a breakdown of the body's immune system. The greatest risk of becoming infected lies in the sharing of intravenous needles and syringes or exposure through intimate contact with someone who is HIV positive or has AIDS. There is no evidence that AIDS can be spread by casual contact. For further information about AIDS and how to safeguard yourself against this fatal disease, contact one of the student services counselors.

AIDS Policy: The College will allow students with Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees or the general public.

If it is determined that a student who has AIDS, ARC or has tested HIV positive appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the vice president of student services; two College employees in the health care field; and one other administrator, counselor or faculty member appointed by the president. The committee will review the facts and recommend to the president whether or not action should be taken. The committee will consider "reasonable accommodation" if it is determined that some type of action is required.

The committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

The *Student Handbook* will provide information related to AIDS education or identify

where additional AIDS education may be obtained.

Measles Immunization: It is strongly recommended that all students under the age of 35 years, who have not had measles (rubella) or who were immunized for this disease before 1965, obtain measles immunization prior to attending college. Immunization can be obtained in the following Health Department clinics from 2 to 4 p.m., Monday through Friday:

Delray Beach
Lake Worth
Belle Glade
Riviera Beach
West Palm Beach

Accidents and Illness: All accidents should be reported to a College official immediately. In case of injury or illness, competent first aid should be sought immediately. Call the campus security or the office of student services or if the situation warrants, call for paramedic emergency assistance by dialing 911.

HOUSING

Student housing is available at Panther Park, located at Second Avenue North, Lake Worth. The site is 1/4 mile north of Central Campus. The townhouse-style housing, consisting of four bedroom units, accommodates 640 students. Each unit is completely furnished and carpeted and has a living room, dining area, kitchen with all appliances, 2-1/2 baths, full-size washer and dryer.

One student occupies each bedroom on an individual lease basis. Phone jacks are in each bedroom and cable TV is available. A clubhouse, swimming pool and volleyball court are all on the premises. Housing is for students. Leases are available at the Panther Park Clubhouse. For further information, please call (407) 582-9100.

INSURANCE

It is suggested that entering students consider applying for accident insurance while enrolled at PBCC, inasmuch as the College assumes no responsibility should an accident occur. Information may be obtained in the student health clinic (Central) or student services offices.

INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are sponsored by student services. These activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

TESTING SERVICES

Various testing programs for students and a test-scoring service for faculty are provided on each campus. A variety of national and state exams for students such as the CLEP, ACT, SAT, CPT, COPA Test, CLAST and CELT are administered. Application and information for these and other tests are available in the student services testing center on each campus.

VETERANS AFFAIRS

The College is state-approved for veterans' training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the veterans' section of the financial aid office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges just as other students; the exceptions are precertified Chapter 31 students (disabled vets under vocational rehabilitation). Any VA student may receive one deferment per academic year to pay his/her fees by completing the appropriate forms at the veterans section of the financial aid office and taking them to the cashier's office. Veterans who choose to defer their fees and fail to pay by the due date will be treated as other students who fail to pay fees. Upon certification by the College and Veterans Administration, an educational allowance is paid monthly to the student for training time computed as follows in table 2-1.

| Time | Regular Term | Six-Week Term |
|-----------|-----------------|---------------|
| Full | 12 or more hrs. | 4 or more |
| 3/4 | 9-11 sem. hrs. | 3 |
| 1/2 | 6-8 sem. hrs. | 2 |
| Fees Only | 1-5 sem. hrs. | 1 |

Table 2-1

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

STANDARDS OF PROGRESS FOR VETERAN STUDENTS

Palm Beach Community College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration regulations:

1. Complete academic records are maintained on each veteran who is certified as

eligible for benefits under the public laws. The records must show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.

2. Complete academic records are maintained on previous college-level academic training, and these records indicate the amount of credit accepted which proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.
3. A veteran or other eligible student will be subject to the attendance criteria covered elsewhere in this *Bulletin*.
4. Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their quality point average is below that indicated in table 2-2.

Semester Hours

| Attempted | Grade Point Avg. |
|-------------|------------------|
| 1 - 14 | 1.4 |
| 15 - 27 | 1.6 |
| 28 - 45 | 1.8 |
| 46 and over | 2.0 |

Table 2-2

5. If the appropriate quality point average has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status are also sent when a student withdraws during a term or changes status.
6. Unsatisfactory progress will be reported when a student accumulates punitive grades (F's) equivalent to more than the minimum number of credit hours considered to be full time (12).

It is the responsibility of the veteran to advise the veterans affairs office of any changes in status, i.e., address, withdrawal from class, etc.

The coordinator of veterans affairs is located in the financial aid office.

STUDENT RETENTION AND COMPLETION

Information about student retention and completion in each of the academic programs is available to students in the student services offices and division chairpersons' offices.

The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

RELIGIOUS OBSERVANCES POLICY

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida law.

Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance for holidays not recognized on the academic calendar, and which come within the accommodation requirement.

A student who is denied accommodation may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may

be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the vice president of student services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services, will hear the facts and provide a recommendation to the College president, whose decision on the matter shall be final.



Chapter 3

Financial aid, consisting of scholarships, grants, loans and student employment, is available to assist deserving and qualified students in attending Palm Beach Community College. Nearly all aid is given on the basis of need determined through financial analysis done by the U.S. Department of Education. (Forms are available at the financial aid office on each campus.)

A completed financial aid application and a Student Aid Report (SAR) must be on file in the office of financial aid. An official award of financial aid cannot be made until an application for admission to Palm Beach Community College has been approved; however, a student should not wait for a notice of admission before submitting an application for financial aid. Applications for financial aid should be submitted as soon as possible after January 1. Applications will be considered according to the availability of funds and need. A new application for financial assistance for all programs must be submitted each year.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID PROGRAM PARTICIPATION

According to federal regulations, students participating in any federal financial aid programs offered through Palm Beach Community College will be subject to the following Standards of Academic Progress. These Standards will also apply to state programs. Calculation of these Standards will include all terms of enrollment regardless of whether the student was a financial aid recipient. **These Standards will be effective for all financial aid recipients as of the 1995 fall term.**

1. QUALITATIVE MEASURE OF PROGRESS

To be considered as making satisfactory academic progress, the student **must maintain** the minimum cumulative *PBCC grade point average* per number of credit hours attempted as shown in table 3-1.

| <u>PBCC Hrs. Attempted</u> | <u>PBCC Gr. Point Avg.</u> |
|----------------------------|----------------------------|
| 1 - 14 | 1.4 |
| 15 - 27 | 1.6 |
| 28 - 45 | 1.8 |
| 46 and up | 2.0 |

Table 3-1

THE COLLEGE WILL ASSESS THE GPA AT THE END OF EACH TERM. The College will suspend students who fail to meet the minimum Standard from all fi-

nancial aid program participation until they raise their *PBCC grade point average* to the minimum required level. **There is no term of probation for the qualitative measure of progress.**

2. QUANTITATIVE MEASURE OF PROGRESS

To be considered as making satisfactory academic progress, the student must maintain a successful completion rate of 70 percent or better for each academic year of enrollment at PBCC. Grades of *F, I, N, W, WX* and *audits* will not be considered as successful completion. We define successful completion as a final grade of *A, B, C, D*, or *P*. **WE WILL ASSESS THE COMPLETION RATE EACH YEAR AT THE END OF THE SUMMER B TERM.** Students who do not successfully complete at least 70 percent of their attempted credit hours will be placed on financial aid probation until the next assessment, or for one academic year. We will suspend students who do not successfully complete 70 percent of their attempted credit hours during their probationary year from all financial aid program participation until they raise their successful completion rate to at least 70 percent.

3. TIME FRAME FOR DEGREE COMPLETION

Federal regulations require that a student complete his or her degree in a period NO LONGER THAN 150 percent of the published program length. An AA degree seeking student will be eligible to participate in the financial aid programs offered at PBCC until they have **ATTEMPTED** 90 credit hours. AS degree and certificate-seeking students will also be eligible until they have **ATTEMPTED** 150 percent of the credit hours needed for their degree as published in the *Palm Beach Community College Bulletin*. **We will count all credits that appear on the student's transcript as cumulative hours attempted regardless of the grade received. We will also count transfer credits, CLEP hours, remedial course work, and repeat courses.** Once they exceed the maximum time frame, we will terminate the student from all financial aid program participation at PBCC.

4. SUSPENSION

A student who is placed on financial aid suspension or termination will not be eligible to receive any federal or state fund-

ing, **including student loans.** Students who are suspended must pay for their own classes until they have reached the 70% completion rate and/or the minimum required GPA. We will not reimburse students for the courses taken while on suspension.

5. REINSTATEMENT

It is the student's responsibility to request reinstatement of financial aid eligibility, once they have achieved the minimum Standards.

6. APPEALS

Students may attempt to appeal their suspension or termination based on the following mitigating circumstances:

- 1) Death in the family affecting the student's academic performance
- 2) Illness of the student or immediate family member having direct effect upon the student's academic record
- 3) Other extraordinary circumstances determined acceptable by the Financial Aid Office

These students must complete a *Financial Aid Suspension/Termination Appeal Request* form and submit it to their campus financial aid office. If we approve an appeal, we will reinstate the student for one semester after which the general Standards will apply. We also require that the student meet with an academic adviser upon approval of an appeal. If we deny an appeal, the student may pursue further review by the Financial Aid Committee.

7. ADDITIONAL POLICY FOR WITHDRAWALS

Students who withdraw from college (all courses in a given term) while receiving financial aid will be subject to the Refund and Repayment Policy and may have to return funds. In addition, withdrawals affect the quantitative measure of progress and the time frame for degree completion listed above.

REFUNDS

First-time students who are Title IV financial aid recipients that officially withdraw from all credit classes after the published drop/add period but not beyond 60 percent of the term for which they are charged shall be refunded on a pro-rata basis. For additional information, please refer to Title IV financial aid recipients under the refund section of the catalog.

SCHOLARSHIPS AND GRANTS

Many scholarships and grants are avail-

able to students through college, state and federal funds and through the generosity of individuals and private organizations. These scholarships are awarded on the basis of need, special talents and academic achievement.

Students seeking athletic scholarships should contact the director of athletics.

Music grants are awarded on the basis of auditions through the music department.

President's Scholar Awards

President's Scholar Awards are scholarships given to Palm Beach County high school graduates in recognition of outstanding performance as evidenced by their being ranked in the top 10 percent and having a 3.0 grade point average in their graduating class. The names of high school students who are ranked in the top 10 percent and have a 3.0 grade point average are requested from each school principal. (Participating high schools have to meet accreditation criteria required by PBCC.)

Graduating Sophomore Scholarships

Between 40-50 scholarships, varying from \$100-\$2,000, are available for graduates of Palm Beach Community College going on to upper division. A 3.0 GPA average is required in most cases, and need is an important factor.

Federal Supplemental Education Opportunity Grants

A federally sponsored program provides grants varying from \$100-\$4,000 for especially needy students.

Florida Student Assistance Grant

Awards are made by the State of Florida for full-time students who are residents of Florida and have demonstrated financial need.

Elisabeth Erling Special Grant Program

The Elisabeth Erling Special Grant program, established in 1991 in honor of PBCC's Vice President of Planning and Information Systems, is available to students who show need or merit as determined through the campus financial aid process. The campuses have the responsibility of selecting the grant recipients, determining the amount of the grant and forwarding the award information to the district financial aid office for processing.

STUDENT EMPLOYMENT

Federal College Work-Study Program

Through federal assistance, on-campus

employment and community service positions are available to students who demonstrate need and qualify for this program.

LOANS

While unnecessary borrowing is not encouraged if other forms of aid are available, loans are a major source of student financial aid. A student aid report must be submitted and verified prior to applying for a loan.

Emergency Loans

A fund has been established to permit a student a \$10-to-\$400 loan for emergency purposes. Loans are made only to students in good standing and cannot be used for registration fees. Loans must be repaid no later than two weeks before final examinations in the term in which the loan is made. A two percent service fee may be charged.

Federal Parent Loans

A federally sponsored program enables parents to borrow the funds needed to cover

a student's cost of attendance. Interest rates are variable.

Federal Subsidized Stafford Student Loans

Through federal assistance, loans covering a student's needs are available. Application must be submitted to the College for certification and then forward to the lending agency. Interest begins after the student leaves college, and repayment may be made over a 10-year period. Present interest rates are variable with a current maximum of 8.25 percent.

Federal Unsubsidized Stafford Student Loans

Same terms and conditions as federal Stafford Loans, except the borrower is responsible for interest that accrues while he/she is in school. The program is open to students who may not qualify for subsidized federal Stafford Loans or may qualify for only partially subsidized federal Stafford Loans.



Chapter 4

ADMISSION CRITERIA

Certificate of Graduation

Palm Beach Community College will accept transcripts indicating graduation from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any regionally accredited high school, college or university.

Candidates for admission who have graduated with a standard high school diploma from an approved Florida high school or who have a US GED diploma that was administered in English will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, will be considered in accordance with current state statute.

ADMISSION PROCEDURES

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

1. Admission Forms

Complete the application form located in the back of this catalog in detail, sign the residence affidavit and forward completed application and fee to the admissions office of the campus of your choice.

2. Transcripts

Send the transcript request form located in the back of the *Bulletin* to the high school and request that your transcript be sent immediately to the PBCC admissions office.

If you have attended college elsewhere, you must request official transcripts from all colleges attended. Request that transcripts be sent directly to the PBCC admissions office.

Transcripts are official only when they are mailed directly from the previous institution to PBCC. Those transcripts delivered by a student are not considered official.

3. Measles Immunization

The Center for Disease Control and the HRS Palm Beach County Public Health Unit recommend revaccination for all students at the school and all school personnel born in or after 1957 who cannot provide documentation that they received two doses of measles-containing vaccine on or after their first birthday or other evidence of measles immunity (documentation of physician-diagnosed measles or laboratory evidence of immunity to measles).

4. Placement Tests

All first-time-in-college, degree-seeking freshmen are required to take the Florida College Entry-Level Placement Test (FCELP). Non-degree seeking students desiring to enroll in mathematics or English also must report scores. Students who do not have scores are not eligible for financial aid.

Results of this test are used in the academic advising process to help place students into proper levels of English, mathematics and reading courses and are not otherwise used for admission to the College. Students should complete placement testing prior to enrolling in classes and are to register in courses as indicated by the results. Students may not take these exams to exempt a course while enrolled in the course. After completion of a prep class, the student may retake and, if successful, will not need to enroll in the prep area for which they passed the exam.

Transfer students from accredited colleges who have completed their English and mathematics requirements prior to entering Palm Beach Community College are not required to complete placement testing.

5. Orientation

All first-time-in-college, degree-seeking students must attend New Student Orientation. All new students to the College are expected to participate. Days are designated for orientation prior to the beginning of each term. Early orientation sessions are available by appointment only. A review of College policies, programs and activities will be presented to assist the student in making the transition to college life. Academic advisement and registration will follow the orientation session.

6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive an acceptance letter from the admissions office complete with dates for orientation, registration and final testings. Limited or selected admission programs require a second step in the admission process.

Any student falsifying application records will be subject to immediate dismissal without refund.

7. Non-degree Forms

The non-degree form may be used only in those cases where it is not necessary for the student's previous academic records

to be on file. The non-degree form shall not be used with degree-seeking or certificate-seeking students or with students seeking any type of financial aid (social security, veteran benefits, federal grant scholarships, etc.) or by international students on an F-1 Visa. Non-degree seeking students are not eligible for financial aid or to participate in campus organizations.

STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

Applicants who are at least 18 years of age may qualify for this diploma upon successful completion of the General Education Development (GED) tests. These tests are administered in the office of Adult Education, which is an official testing center for the State Department of Education. The GED test **MUST** be taken in English, and the official transcript must be sent directly from the GED testing center to the Admissions office.

Students 18 years of age or older who do not possess a high school diploma or GED and who have appropriate TABE scores may be admitted as a special student. Upon completion of the first 12 semester hours, if at least a 2.0 cumulative grade point average is attained, the student shall be admitted to AS degree or certificate programs (excluding selected admission programs) that do not require a high school diploma or GED.

ADMISSION POLICIES

Palm Beach Community College does not discriminate on the basis of race, color, ethnic status, national origin, sex, marital status or disability in admissions, educational programs or other College programs and practices.

In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the registrar's office.

One of the conditions for entrance into Palm Beach Community College is that the student gives his/her authorization for the College to release transcripts to governmental and educational institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years, who has previously been expelled from a college or university within a two-year period for unlawful possession, sale or use of a narcotic or for campus disruptions.

ENTRY-LEVEL TESTING

All first-time-in-college, degree-seeking students must present scores from the Florida College Entry-Level Placement Test. As shown on the following chart, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college-preparatory courses. Students placed into the college-preparatory program will be allowed three attempts to complete each subject area.

Each adviser will use this information for placement of a student in mathematics, English or reading classes.

1. The Florida College Entry-Level Placement Test (FCELPT) will be the test used in the initial placement of students in mathematics, English and reading courses. Other scores as shown in Table 4-1 may be accepted until August 1, 1996.
2. Each first-time-in-college student enter-

ing a credit program shall be tested for placement purposes.

3. Students who test into the college-preparatory program shall begin taking college-preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college-preparatory courses until all preparatory requirements are completed. Students who test into two or more preparatory courses must complete SLS 1501, Strategies for College Success, during their first 12 hours of course work. Students who test into college preparatory English cannot enroll in any "Gordon Rule" writing course, those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite and those who test into college preparatory reading cannot enroll in any "Gordon Rule" course which

requires college-level reading skills until the preparatory course(s) in the respective areas have been successfully completed.

4. College preparatory courses in mathematics, English and reading shall be graded pass or no pass and will be six contact hours per week.
5. The entry-level test cutoff scores are determined by Florida Commissioner of Education and the State Board of Education. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
6. The cutoff scores for placement in mathematics, English and reading courses shall be those given in the table 4-1. Students may be placed in a course lower than indicated by test scores but not in a higher one.
7. Prospective students must take the FCELPT. Application may be made at

| PALM BEACH COMMUNITY COLLEGE PLACEMENT TEST SCORES | ACT | ACT Enhanced | SAT | SAT I Eff. 04-95 | FCELPT Eff. 08-96 | ASSET New | MAPS | MAPS New |
|--|----------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|------------------------|--------------------------|-------------------------|
| REA 0008 - College Preparatory Reading (4 sem. hrs. = 6 contact hrs.) | 13 (Composite) | 1-15 (Reading) | 0-330 (Verbal) | 0-410 (Verbal) | 0-82** (RR) | 0-36 (RR) | 0-14 (R) | 0-108 (R) |
| ENC 0020 - College Preparatory English (4 sem. hrs. = 6 contact hrs.) | 1-14 (English) | 1-15 (English) | 0-30 (TSWE) | 0-410 (Verbal) | 0-82** (SS) | 0-36 (LR) | 0-30 (TSWE) | 0-310 (CWE) |
| ENC 1101 - Freshman Communications I | 15 & above (English) | 16 & above (English) | 31 & above (TSWE) | 420 & above (Verbal) | 83 & above** (SS) | 37 & above (LR) | 31 & above (TSWE) | 311 & above (CWE) |
| ENC 1121 - Honors Freshman Communications I | 23 & above (English) | 27 & above (English) | 49 & above (TSWE) | 600 & above (Verbal) | NA* | NA* | 49 or above (TSWE) | NA* |
| MAT 0024 - Basic Algebra (College Preparatory) (4 sem. hrs. = 6 contact hrs.) | 0-12 (Math) | 0-16 (Math) | 0-390 (Quant.) | 0-430 (Math) | 0-71** (EA) | 0-36 (EAR) | 0-211 (EA) | 0-612 (EA) |
| MGF 1104 - Mathematics for College Students or MAT 1033 - Intermediate Algebra (Appropriate test scores plus high school algebra or MAT 0024) | 13 & above (Math) | 17 & above (Math) | 400 & above (Quant.) | 440 & above (Math) | 72 & above** (EA) | 37 & above (EAR) | 212 & above (EA) | 613 & above (EA) |
| MAC 1102 - Algebra for College students or STA 2014 - Statistics (Appropriate test scores plus two years high school algebra or "C" or above in MAT 1033) | 14 & above (Math) | 18 & above (Math) | 410 & above (Quant.) | 450 & above (Math) | NA* | NA* | NA* | NA* |
| MAC 1140 - Pre-Calculus (Appropriate test scores plus two years high school algebra or "C" or above in MAC 1102) | 20 & above (Math) | 22 & above (Math) | 450 & above (Quant.) | 480 & above (Math) | NA* | NA* | NA* | NA* |
| MAC 1114 - Trigonometry or MAC 2233 - Survey of Calculus (Appropriate test scores plus two years high school algebra or "C" or above in MAC 1140) | 23 & above (Math) | 23 & above (Math) | 480 & above (Quant.) | 510 & above (Math) | NA* | NA* | NA* | NA* |
| MAC 2311 - Calculus and Analytic Geome- try I (Appropriate test scores plus high school trigonometry or "C" or above in MAC 1114) | 27 & above (Math) | 28 & above (Math) | 540 & above (Quant.) | 560 & above (Math) | NA* | NA* | NA* | NA* |

* NA: Concordant scores are not yet available.

** Proposed scores: pending final state action

Table 4-1

any high school guidance office or the Palm Beach Community College testing center. The student will bear the cost of the test.

8. College preparatory courses (ENC 0020 College Preparatory English, MAT 0024 Basic Algebra, REA 0008 College Preparatory Reading, ESL 0021 College Preparatory Reading for ESOL, ESL 0041 College Preparatory English for ESOL), if indicated through placement testing, must be completed in addition to all course requirements in the program you choose.

HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County public or private high school to enroll concurrently in courses offered by Palm Beach Community College. Credits can also be applied toward high school graduation with principal's approval.

Any Palm Beach County public or private high school student, in order to be eligible for participation in the dual enrollment program, must have:

1. Completed his/ her sophomore year.
2. Achieved a grade point average of 3.0 or higher.
3. Satisfied any course prerequisites.
4. Placement testing scores adequate for English or mathematics.
5. A recommendation and approval from parent and high school counselor or principal.
6. An expressed intention to pursue a college degree.

Qualified students must obtain a Dual Enrollment Permission form from their high school guidance counselor. This completed form must be submitted to the registrar's office at Palm Beach Community College, along with a regular PBCC application form for admission and a partial transcript to date. A new Dual Enrollment Permission form will be submitted for each term enrolled. The student may then register for the PBCC courses offered at the high school site, or with special permission from the high school principal, courses offered on the College campus. Courses not included are those remedial in nature or any which are duplicates of courses available at the high school and all physical education courses.

Students are responsible for their own transportation. Fees will be waived when course work is being used towards high school graduation.

Dually enrolled students are considered to

remain essentially high school students, and it is the responsibility of the student and his/her high school to ensure that requirements for graduation from high school are met. Students participating in these programs must maintain a 3.0 high school grade point average and must earn a grade of C or better in their college-level work.

Students who are dually enrolled will not be permitted to participate in College activities.

EARLY ADMISSION

High school seniors meeting all the requirements for dual enrollment may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Community College. Credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. The student may be awarded a high school diploma with his/her regular class or as determined by the school principal provided that the student has completed two college semesters or equivalent with a normal class load and has maintained at least a C average or equivalent.

TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities must request that official transcripts be sent directly to the admissions office from each college or university attended.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Community College.
3. Palm Beach Community College accepts on transfer only those courses completed at other institutions with grades of D or higher. All courses on the transcript are considered in calculating grade point average for student standing and for meeting graduation requirements. D grades cannot be used in Areas I, II, III and V of General Education Requirements.
4. Any student who has been suspended for disciplinary reasons at any college or university must be cleared for admission through the Admissions Appeals Committee.

TRANSFER CREDIT

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. Provisions may be considered when an institution appeals the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the registrar has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies.

TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at Palm Beach Community College and transfer their credit back to their home institution should complete Palm Beach Community College application forms, or if they have previously been students at PBCC, a re-admission form. An official college transcript or a letter of good standing must be mailed directly to the registrar's office. If the student wishes to continue attendance at Palm Beach Community College, he/she must file a complete transcript of his/her academic record from the other college(s) in order to meet admissions.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Community College.

INTERNATIONAL STUDENTS

Palm Beach Community College is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for international students are:

1. Applications must be submitted at least three months prior to the anticipated enrollment if the applicant plans to attend with an F-1 (student) visa. The application form must be completed and signed by the applicant. Applications for international students will be accepted for the fall and winter 16 week terms ONLY (August or January).
2. International transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to at least United States high

school graduation. University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company.

3. International applicants whose native language is not English must present evidence of proficiency in speaking, writing, and understanding the English language by submitting a score of 500 on the Test of English as a Foreign Language (TOEFL). This (TOEFL) is administered by ETS, the Education Testing Service, Princeton, New Jersey 08450, USA. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results be sent to the District Registrar's office at PBCC (PBCC TOEFL Code is #5531). A score of 70 on the MELAB (Michigan Test) or an ELS Level 109 may be accepted in lieu of the Test of English as a Foreign Language. A score of 140 on the Comprehensive English Language Test (CELT) administered by PBCC may be used to demonstrate proficiency in the English language.
4. Applicants must present a statement from a local sponsor indicating that they will assume responsibility for housing accommodations and transportation.
5. International student applications must provide an Affidavit of Support since students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. These funds must be available prior to the time the student registers for each term. No financial aid is available to international students, although limited funds for emergencies are sometimes made available by local community organizations through the financial aid office.
6. International applicants transferring from any postsecondary institution must have at least a 2.0 GPA, be in status with immigration and be in good standing (i.e., eligible to continue at or return to their present institution).
7. Medical insurance is required of all international students and can be provided through the College's health services office.
8. It is the student's responsibility to comply with all non-immigrant alien requirements from the United States Department of Justice, Immigration and Naturalization Service Laws and Regulations. The following conditions apply:
 - a. International students must maintain full-time academic status (12 hours

both fall and winter semesters) and may not enroll as non-degree seeking students.

- b. International students are expected to complete the two-year program in two years and maintain at least a 2.0 GPA.
- c. International students must keep a current passport that is valid for at least six months into the future.
- d. International students must have travel documents reviewed by the foreign student adviser before leaving the USA.
- e. Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the U.S. Immigration Service.

Applicants will be notified by the district registrar's office of their acceptance and will then be provided with Form I-20 as required by the United States Immigration & Naturalization Service.

DUAL COLLEGE ENROLLMENT

A currently enrolled student at Palm Beach Community College may not attend another institution, except with permission from the registrar's office of Palm Beach Community College.

Credit will not be granted by Palm Beach Community College if a student is enrolled in another college without permission during the same session. The Palm Beach Community College registration will be canceled and a refund may be denied.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the dean of his or her college to attend PBCC. Forms may be obtained in the Registrar's office, Florida Atlantic University or Palm Beach Atlantic College.

READMITTED STUDENTS

A student who wishes to return to Palm Beach Community College for classes after an absence of one or more terms should:

1. Obtain and complete a re-admission form from the office of the registrar.
2. File for additional forms or transcripts necessary to update admission records.

STUDENT RESIDENCE CLASSIFICATION

A student's residence classification is determined at the time of his/her first registration at Palm Beach Community College. Students may petition to reclassify to resident student at the change of term after having their legal domicile, for tuition purposes, in the state of Florida for 12 months. To change to resident student, a Residency Request form must be submitted along with

evidence of residency to the registrar's office prior to the first class meeting.

RESIDENT STUDENT

A student is considered to be a resident student when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 months preceding enrollment at Palm Beach Community College. Legal papers proving guardianship must accompany the application.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions.

Documentation appropriate to the particular exception will be required.

1. Active duty members of the armed services of the United States stationed in Florida, their spouses and dependent children.
2. Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education; their spouses and dependent children.
3. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must be enrolled on a full-time basis.
4. Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
5. A person who establishes legal residency in the state may be considered a resident for fee purposes if their spouse has already established 12 months legal domicile in the state.
6. A dependent child whose parent(s) has established residency in the state of Florida for a minimum of 12 months and who is divorced, separated or otherwise living apart shall be deemed to be a Florida resident for fee purposes regardless of which parent is entitled to claim the child for income tax purposes.
7. A person who has established 12 months residency in the state who later loses his/her residency may be considered a resident for fee purposes for 12 months after the point of abandonment.
8. A person who re-establishes his/her residency within 12 months after abandoning his/her residency is considered not to have lost residency. This is a one-time benefit.

OUT-OF-STATE STUDENT

Unless a student (or, if a dependent, his parent(s) or legal guardian) has had his place

of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration, he will be classed as an out-of-state student. (Proof of guardianship is required.) Employees of the School Board of Palm Beach County or of Palm Beach Community College who are themselves students at PBCC and who wish to request a waiver of out-of-state tuition fees may obtain the proper form from the County Superintendent's office or from the College.

RESIDENT ALIEN AND OTHERS

Students who are permanent residents of the United States, refugees or parolees must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of class. International students and others with non-immigrant visas cannot be considered for in-state residency.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

College credit may be awarded for acceptable scores on the College Level Examination Program (CLEP) tests developed by the Educational Testing Service, Princeton, New Jersey.

Students presenting official transcripts of acceptable scores will be awarded a maximum of 45 semester hours of credit. Twenty-one hours may be earned through the following general examinations: natural sciences, mathematics, humanities, social sciences and history. Additional credits may be earned through various subject examinations. CLEP credit may not be used to satisfy courses with Gordon Rule writing requirements.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institution to which he/she expects to transfer and determine the acceptability of this credit.

ADVANCED PLACEMENT

It is the policy of Palm Beach Community College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the advanced placement program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Community College is transferable to Florida institutions of higher education participating in a statewide agreement.

DEPARTMENTAL AND SPECIAL COURSE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course examinations. Any credit earned will be reported to the student but will not be placed on his/her transcript until after the student has registered. Institutional challenge exams may not be taken more than once. If the student drops during the first five days of the semester, the credit will not be granted.

MILITARY SERVICE CREDITS

Palm Beach Community College grants credit for United States Armed Forces Institute (USAFI) College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use the USAFI GED for admission.

STUDENT WITH DISABILITIES SUBSTITUTION

Eligible students with disabilities as defined by State Board of Community Colleges Rule 6H-1.041 shall be granted reasonable substitutions with regard to admission and graduation requirements.

The Disabled Student Committee, consisting of a student services administrator, academic affairs administrator, disabled student adviser and two other professional personnel, reviews substitution requests, identifies reasonable substitutions and makes substitution decisions on an individual basis.

NON-DISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status

or handicapped status in admissions, educational programs or other programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs, or for campus disruption.

The College District Equity Coordinator is the director of human resources, 4200 Congress Avenue, Lake Worth, Florida 33461-4796, phone number (407) 439-8018. His responsibilities include all areas of discrimination or alleged discrimination of protected classes.

RELEASE OF TRANSCRIPTS

In being admitted to the College, the student authorizes the College to release transcripts to governmental and educational agencies as might be appropriate. Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

SPECIALIZED PROGRAMS

All students must complete the five steps listed under admission procedures. Additional requirements for certain specialized programs are listed in the programs section of this *Bulletin*. Requirements must be completed before admission to the College.



Chapter 5

CLASS ATTENDANCE, WITHDRAWAL AND CHANGE-OF-GRADE PROCEDURES

Students are expected to attend all courses and course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course. Students are required to attend at least 90 percent of the class meetings to receive credit for a course. An accurate record of attendance will be kept for each class. If a student misses one third or more of a class session, the student will be counted absent. Three tardies will be counted as one absence.

Instructors may give a non-punitive WX grade for excessive absences (absent from 10 percent or more of the class meetings) for up to 60 percent of the course term. No WX grades shall be given after 60 percent of the course term has elapsed. Courses taken for audit are subject to the same attendance criteria; however, instructors may assign a grade of XW for excessive absences at any time throughout the term.

Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their instructors are given prior notification and any missed assignments are subsequently completed to each instructor's satisfaction.

Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident or the death of an immediate relative. Instructors will decide on the validity of the excuses and provide opportunities for students to complete any required make-up work. Students are responsible for immediately informing their instructors when they must miss class sessions for emergency reasons.

Students may withdraw from class or change from credit to audit by submitting the required form to the registrar's office prior to the deadline. Most of the deadline dates are published in the *College Bulletin*. Normally, these dates are the end of the 10th week of the fall and winter terms, and the end of the fourth week of each of the summer terms. In cases of courses with non-standard beginning or ending dates, the withdrawal and audit deadline is at the end of 60 percent of the course term. Students with questions about withdrawal and audit deadlines should contact their academic adviser or instructor.

Official withdrawal or audit forms filed in a timely manner with the registrar's office entitle students to a non-punitive grade of W or X, respectively.

Incomplete grades must be removed within 30 calendar days after the first scheduled day of classes in the subsequent fall or winter term or they are automatically changed to F.

An instructor's change of grade (other than incomplete grades) for a course taught in the fall term must be completed before the end of the following winter term. Any grade changes for classes taught in the winter term or either of the summer terms must be completed before the end of the following fall term.

Absence from Examinations

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee will be charged for administering the exam.

GRADING

Grading System

The following grading system is used at Palm Beach Community College:

- A - Excellent
- B - Good
- C - Fair
- D - Poor but Passing
- F - Failure
- L - Instructor Grade Late
- N - No Pass
- P - Pass
- I - Incomplete¹
- W - Withdrew
- X - Audit
- NC - Non-credit Course
- WX - Withdrawn for Excessive Absences
- XW - Withdrawn for Excessive Absences from Audit Course

Grade Point Average

The **cumulative grade point average** is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; and D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average. The **PBCC grade point average** is determined by dividing the total qual-

ity points earned at PBCC by the total semester hours attempted at PBCC. The **term grade point average** is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

Grade Reports

Grade reports are mailed to the students' permanent mailing address on file in the registrar's office at the end of the term. It is the responsibility of the student to notify the registrar's office of any address changes.

Incomplete Grades

Incomplete grades are automatically changed to F if not made up within 30 calendar days after classes begin in the subsequent fall or winter term.

President's List

At the end of fall and winter terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.8 or higher will be placed on the President's List. At the end of winter term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and winter terms with a grade point average of 3.8 or higher will be placed on the President's List.

Dean's List

At the end of fall and winter terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of winter term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and winter terms with a grade point average of 3.20 to 3.79 will be placed on the Dean's List.

Academic Probation

Palm Beach Community College requires each student to maintain reasonable academic progress. Any student not maintaining the following standards of progress will be placed on academic probation. Probation will be continued as long as the student fails to achieve the standard set for the number of hours attempted.

STANDARDS OF PROGRESS

Cumulative Quality Point Average of:

- 1.4 or better for 1-14 semester hours attempted

¹ See section concerning incomplete grades.

- 1.6 or better for 15-27 semester hours attempted
 - 1.8 or better for 28-45 semester hours attempted
 - 2.0 or better for over 45 semester hours attempted
- Probation will be calculated at the end of each school term (both summer terms will be considered as one term).

Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall and winter terms and four semester hours during either of the summer terms.

A committee on probation will be appointed by the College president to hear any appeal cases.

SUSPENSION OR EXCLUSION

PBCC does not suspend or exclude students for academic reasons.

GENERAL ACADEMIC POLICIES

Student Conduct

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. Policies and regulations of the College are formulated by the PBCC District Board of Trustees, administration and the faculty of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the *Student Handbook*.

Security of Student Records

1. Inspection of Records

a. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act, (the Buckley Amendment), the student records at PBCC (located in the office of the registrar) are open for inspection only by the student and as per paragraph #99.31 of the Buckley Amendment:

- (1) School officials who have legitimate educational interests.
- (2) State educational authorities.
- (3) Federal and state officials representing state or federal programs.
- (4) Persons having written authorization for release.
- (5) Officials in compliance with judicial orders.

b. Viewing the Record

- (1) Permanent records are never permitted out of the office of the registrar.

- (2) Students may view their records at the counter in the presence of office personnel.
- (3) Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

2. Prior Consent for Disclosure or Release of Records

a. Copies of material in record

- (1) Transcripts are released only upon written consent of the student.
- (2) A \$3 fee for each transcript issued must accompany each request. Fax services are available for an additional charge.
- (3) If a student cannot have access to the record (i.e., lives too far away), copies may be made and the fee schedule for transcripts (a.2) will be applied (As per paragraph #99.11 of the Buckley Amendment).

b. The Privacy Act classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:

- (1) Dates of attendance.
- (2) Major field of study.
- (3) Weight and height of members of athletic teams.
- (4) Degrees and awards received.
- (5) Educational institution attended.

A student must submit to the Registrar's office a written notice stating which of the above items are not to be released to the general public.

c. Palm Beach Community College forwards educational records on request to a school in which a student seeks or intends to enroll.

3. Right to Have and Procedure for Conducting a Hearing

- a. If a student feels that there is an error in the permanent record, the student should contact the office of the registrar to arrange for a hearing.
- b. A hearing will be conducted accordingly as per paragraph #99.22 of the Buckley Amendment.
 - (1) The hearing will be within a reasonable period of time after the request is received.
 - (2) The student shall be given notice of date, place and time reasonably in advance.
 - (3) A written decision shall be made by the educational institution within a reasonable period of time after the

hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

Unpaid Accounts

Unpaid student accounts to the College will be considered cause for cancellation of registration, graduation, granting of credit or release of transcript.

Prerequisites

A student who registers for any course for which the student has not completed the prerequisites must consult with the chairperson of the division offering the course. The chairperson may make the decision to remove the student from the course, move the student to the prerequisite course or allow the student to remain in the course.

Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher level course in the same logical sequence. However, students who may need to refresh their skills may register for audit in the lower level course.

Regulation Changes

Any statement in this *Bulletin* is subject to change by the Administrative Committee of the College.

Repeated Courses and Academic Average

Only the last attempt of a repeated course is used in quality point average computation. The forgiveness policy pertains only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, etc.) may be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor this policy.

Correspondence Courses

A maximum of 15 semester hours of correspondence credit may be accepted provided:

1. The course was administered by a regionally accredited institution.
2. The minimum grade C was earned.
3. The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
4. None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Community College does not offer correspondence courses.

Freshmen and Sophomores

A student is considered a sophomore when the student has completed 24 semester hours

of credit, regardless of the number of terms the student has been in attendance. When the student has completed less than 24 hours of credit, the student is a freshman.

Full-Time Student

A student is considered a full-time student when enrolled in 12 or more semester hours of credit. A summer term student must enroll in four semester hours in each six-week term to be considered full-time during that term. Although audit courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

Student Course Load

Most students are not permitted to enroll in more than 18 semester hours. However, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours during the fall or winter term and nine semester hours during summer A or summer B term.

Auditors

A student may be admitted to any course that does not require selected admissions as an auditor with the consent of the registrar. Students auditing a course must attend class, but are not required to take tests and examinations. No audit students may change their registration to seek credit in any course in which they are enrolled. Tuition and all special fees apply. An instructor may withdraw (XW) an audit student for non-attendance.

COLLEGE LEVEL ACADEMIC SKILLS TEST

The state of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida Statutes and the State Board of Education. As of January 1996, certain exemptions to the CLAST requirement will be available. All requirements for exemption are not in place as of this publication. Please refer to the information under "Exemptions" below.

Students seeking associate in arts or baccalaureate degrees are eligible to register for the CLAST provided the following criteria have been met:

1. At least 18 semester hours of college level course work have been completed satisfactorily;
2. The AA general education requirements in English composition and Gordon Rule mathematics have been met;
3. The student has achieved a grade point average of 3.0 and/or has passed the CLAST Review course.

All students completing associate in arts degree programs and associate in science degree programs who are seeking admission to upper-division programs in a state university in Florida, as well as university students who are completing their sophomore year, must take this test. Students who do not take and pass this test will not be awarded the associate in arts degree. Admission to a state university may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984 must meet the standard scores established by the State Board of Education: (See Table 5-1)

Retakes

Students may not retake any subtest of the CLAST for which they already have a passing score. Students who have met the eligibility requirements as stated and who fail one or more parts of the CLAST will be required to complete additional course work or remediation approved by the campus academic dean in order to be eligible for a retake of any subtest of the CLAST.

Exemptions

Beginning January 1, 1996, students who meet one of the following criteria may be

exempt from some or all of the CLAST requirements.

- (a) Meet or exceed minimum scores on national examinations as established by the Florida State Articulation Coordinating Committee.
- (b) Achieve passing scores on the FCELPT and have a cumulative GPA of 3.0 in certain college preparatory Florida high school courses as identified by the Florida State Articulation Coordinating Committee.
- (c) Achieve passing scores on the FCELPT and have a cumulative GPA of 2.5 in specified college-level courses as identified by the Florida Postsecondary Education Planning Commission.

GRADUATION REQUIREMENTS

General requirements for graduation from Palm Beach Community College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the associate in arts degree or the associate in science degree rests with the student.

Students who have maintained continuous enrollment have the option of graduating under either the catalog in force at the time they enter the College or the catalog in force at the time they complete requirements for a degree; however, if their attendance is interrupted, they must graduate under the catalog in force when they are readmitted. Continuous enrollment may be maintained by enrollment in a minimum of one term per academic year.

1. **The articulation agreement between Florida colleges and universities states that after August 31, 1972, students receiving an AA degree must have 60 semester hours of academic work exclusive of occupational courses including General Education certification of an approved program of not less than 36 semester hours.**

| | Reading | Writing | Computation | Essay* |
|--------------------------------|---------|---------|-------------|--------|
| Aug. 1, 1984 to July 31, 1986 | 260 | 265 | 260 | 4 |
| Aug. 1, 1986 to July 31, 1989 | 270 | 270 | 275 | 4 |
| Aug. 1, 1989 to Sept. 30, 1991 | 295 | 295 | 285 | 4 |
| Oct. 1, 1991 to Sept. 30, 1992 | 295 | 295 | 290 | 5 |
| Oct. 1, 1992 and thereafter | 295 | 295 | 295 | 6 |

Table 5-1

*In October 1991, the essay scoring scale was revised. A score of 5 on the revised scale is equivalent to a score of 4 on the former scale.

A student is required to meet the minimum standards on all four subtests in effect at the time he/she initially takes the test.

2. All students must earn at least 15 credits at PBCC. Neither transfer nor CLEP credits satisfy this residence requirement. Dates for the final application for graduation are listed in the College calendar in the *Bulletin*. It is the responsibility of the student to apply before the deadline.
3. A cumulative grade point average of not less than 2.0 or C must be achieved for all work attempted by all students and a 2.0 cumulative grade point average for all work at PBCC.
All students must have a minimum of 2.0 GPA for all courses attempted in order for them to be awarded a program certificate.
4. The health course general education requirement may be met by HSC 2100 (formerly HSC 2200), Health Concepts and Strategies. This general education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the current administrating fee.
5. **Students must make formal application for graduation on the form furnished by the registrar and completed by the academic adviser.** The application must be presented and the graduation fee paid at the time the student registers for his/her final term.
6. Participation in graduation exercises is expected of all graduates who are eligible for graduation.
7. **General education requirements are specified under the associate in science and associate in arts sections. Completion of general education requirements cannot be certified until all other requirements of the degree have been met.**
8. To obtain full benefits of articulation agreements between Palm Beach Community College and the Florida State University System, a student must fulfill all graduation requirements for an associate in arts (AA) degree.
9. Any student who is granted college credits for courses, or experiences in settings other than college level, will not be granted the credits until 15 college credits have been taken at PBCC. Credit by examination will not be considered to accrue toward the 15 college credits.
10. Graduation with an associate in arts degree requires passing all four sections of CLAST or qualification for one of the exemptions. Passing scores will be announced by the state of Florida each year. Responsibility for taking and passing the CLAST rests with the student.
11. Students will be recognized for high achievement on the commencement program as follows:

| | |
|---------------------------------|--------------|
| <i>With honors</i> | 3.20 to 3.49 |
| <i>With high honors</i> | 3.50 to 3.79 |
| <i>With presidential honors</i> | 3.80 to 4.00 |



Chapter 6

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: one for registration and one which may be used to purchase books and supplies. All fees are subject to change by action of the PBCC Board of Trustees.

BASIC FEE SCHEDULE

Student fees at Palm Beach Community College have been established by the Board of Trustees effective as follows:

Tuition Fees

| | Per Semester Hours All Terms |
|--|---------------------------------|
| In-State Student (Florida residents) | \$ 38.28 |
| Out-of-State Student (Non-Florida resident) | \$142.38 |

Application Fees for Limited Access Programs

| | Per Semester Hours All Terms |
|----------------------|---------------------------------|
| Dental Hygiene | \$ 20.00 |
| Occupational Therapy | \$ 20.00 |
| Nursing | \$ 20.00 |
| Radiography | \$ 20.00 |
| Sonography | \$ 20.00 |
| Respiratory Care | \$ 20.00 |
| Dental Assisting | \$ 10.00 |
| Paramedic | \$ 10.00 |

NOTE

Special fees are assessed in addition to the basic fee schedule and are subject to change.

Special fees may vary from campus to campus.

Lab fees have been established for all courses which require expendable materials in addition to above fees. Additional lab fees may be assessed as required.

Additional Lab Fees

| | Fee - non-refundable |
|---|-------------------------------|
| Application Processing Fee | \$20.00 |
| Application Processing Fee for International Students | \$30.00 |
| Registration Fee | \$5.00 (one time per term) |

COLLEGE PREPARATORY, FEE

Testing and Materials, \$ 5.00

SPECIAL FEES

Special fees are assessed in addition to the basic fee schedule. Special fees may vary from campus to campus.

Applied Music Fees

All applied music courses require special fees.

Applied music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard), MVP (Percussion), MVS (Strings), MVV (Voice) or MVW (Woodwinds).

| Class Instruction | Fee |
|-------------------|---------|
| 2 hours weekly | \$40.00 |

| Private Instruction | Fee |
|--|----------|
| 1 hr. weekly, 2 semester hrs. credit, fall, winter terms | \$100.00 |
| 1-1 1/2 hrs. weekly, 1 semester hr. credit, spring, summer terms | \$ 50.00 |

Center For Early Learning Fees

Philosophically, the Center for Early Learning is Montessori-based. The staff believes that each child is unique and learns best through his/her interactions with the environment. The classroom and curriculum are designed to encourage each child to move freely and make choices, to interact with one another, to work-play with developmentally appropriate materials and to use adults as resources and partners in learning. It is through the child's work-play that he/she will gain the skills and confidence necessary

to become an independent learner with understanding, based on experiences, of the world in which he/she lives.

1. The non-refundable registration fee of \$25 is to be paid by the parents of the student prior to enrollment each term.
2. The enrollment fee is \$40 per week for each child. Included in this fee is a \$1.25 per week charge for snacks.

Television Course Fees

All courses offered by television will have a special fee.

Delinquent Accounts (Including Returned Checks)

Returned Check Fee \$20.00
OR

five percent of check, whichever is greater

Any student who has a delinquent account shall be notified.

If the delinquency is not cleared within the time period specified, the office of student services will inform the student that he/she has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College and have all academic records frozen until the account is cleared.

Dental Hygiene Clinic Materials Fees

Cleaning and X-rays:

| | |
|---|---------|
| Employees and students | \$5.00 |
| Anyone off-campus over 18 years of age | \$15.00 |
| Anyone off-campus under 18 years of age | \$10.00 |

X-rays only:

| | |
|---|--------|
| Employees and students | \$3.00 |
| Anyone off-campus over 18 years of age | \$8.00 |
| Anyone off-campus under 18 years of age | \$5.00 |

Examination Fees

| Examination | Fee |
|------------------------------------|--------------------|
| Final Make-up Exam | \$ 3.00 |
| Department and Special Course Exam | Current Admin. Fee |
| Special Announced Make-up Exam | \$ 2.00 |

Graduation Fee

Graduation Fee \$25.00

Liability

Student Insurance Fee \$25.00
 Required in certain courses where the student is providing a service to the public. Payable once per calendar year.

Library Fees

If a book is lost, you pay the acquisition price of that book. For an overdue book, the charge is \$.05 a day per school day, excluding weekends. You will only be charged up to the acquisition price of the book.

Other Individual Program Costs

Students enrolled in Dental Assisting, Dental Hygiene, Nursing, Paramedic, Mental Health Technology, Occupational Therapy Assisting, Radiography, Respiratory Therapy and Sonography must purchase approved insurance and provide the transportation to the agencies for clinical experience. Most of these students must purchase approved uniforms and/or special kits as required.

Art, Engineering, Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

Parking, Traffic and Moving Violations

All licensed vehicles, other than visitors, will be required to have a parking decal. Employees (full-time and part-time) will not be charged for decals. Decals will expire August 1 of each year. (Amounts charged for decals, parking and traffic fines are subject to change by the District Board of Trustees.)

Decals will be obtained at the Security office and College bookstore for the following amounts:

| Decals | Fee |
|--|------------|
| Fall or winter term | \$5.00 |
| Spring and summer term | \$ 5.00 |
| Annual | \$10.00 |
| Replacement and for temporary use of another vehicle | \$1.00 |

Decals will be required for continuing studies workshops as follows:

(a) Up-to-seven weeks, temporary guest decals will be issued free.

(b) Seven weeks or more, a decal must be purchased, priced as above.

Fraudulent use of a parking decal can result in a fine equal to the appropriate fee.

An area south of Eisey Street will be designated as decal-free parking after 4:30 p.m.

Parking And Traffic Fines

Parking in handicapped space . . . \$25.00
 Failure to register a vehicle . . . \$10.00
 Parking and miscellaneous violations \$10.00

Moving Violations Offense

| | Fee |
|--------|---|
| First | \$10.00 |
| Second | \$20.00 |
| Third | \$30.00 |
| Fourth | Automatic suspension of campus driving privileges |

Student Fee Audit

An audit of all fees collected will be conducted by the College staff at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Over collection of fees will be refunded.

Physical Education Fees

Physical education fees are estimated and are subject to change. These fees may vary from campus to campus.

Aquatics (Fundamentals of)
 PBCC Central
 Aquatics (Fundamentals of)
 PBCC Eisey
 Bowling
 Racquetball, PBCC Eisey
 Scuba, PBCC Central

Short Course, Non-credit Fees

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

No refunds of \$5.00 or less will be made for workshops except for cancellation.

Testing Fees

Variable fees are charged for some tests.

Transcript Fees

Transcript Fee \$3.00
 Additional transcripts will not be issued until this fee is paid.

REFUNDS

It is the responsibility of the student to file a completed official withdrawal form with the registrar's office when withdrawing from a course or from the College.

The refund schedule is based upon the dates listed in the calendar of events that appear in the front of the *Bulletin* and in the *Student Handbook*.

Any student who officially withdraws from college or reduces his/her course load

prior to the end of the published drop/add period is automatically refunded 100 percent of refundable fees. No grade is recorded on the student's transcript.

The appropriate account is automatically refunded on a pro-rata basis in those cases where a first time-at-the-college Title IV financial aid student withdraws from all credit classes after the end of the published drop/add period but not beyond 60 percent of the term. A "W" is recorded on the student's transcript and will not affect the student's GPA.

A student who has to withdraw or is dropped from a class due to a PBCC error or change or other PBCC action after the published drop/add period shall be refunded 100 percent of refundable fees upon the approval of the student's refund request. No grade is recorded on the student's record.

No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the student's control. Refunds may be granted for up to 60 percent of the term under these circumstances and will be computed on a pro-rata basis. A "W" will be recorded on the student's transcript and will not affect the student's GPA.

Supporting documentation **MUST** accompany refund requests based on a PBCC action or personal emergency. The following documentation is required:

Medical - a letter from your physician or health care agency specifically indicating an illness of such severity or duration that you cannot continue in your course. The letter must include dates of the illness and treatment.

Employment - a letter on company stationery indicating that your work schedule was changed by your employer and that this change prevents you from completing the term.

Death of Immediate Family Member - documentation of the death and your relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.

College Change or Error - a letter from the appropriate College official documenting the situation in which the College was in error or initiated an action that caused you to have to withdraw.

The refund-request process takes approximately four weeks. If you are no longer attending, it is your responsibility to withdraw from the course(s). Submitting a refund from does not officially withdraw you from a class or the college. Decisions will be based on the documentation provided. You will be notified in writing of the Refunds Appeals Com-

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mittee's decision. If approved, your refund check will be mailed from the refund office to the address listed on the registrar's office computer record, or your financial aid account will be credited.

Refund requests received after the last day of the academic term of the request will not be considered except in cases of extreme circumstances or College error as determined by the Refund Appeals Committee.

Graduation Fee Refund

One hundred percent refund: Students who fail to meet graduation requirements due to College error, including advising errors.

No refund: Students who withdraw or who fail to meet graduation requirements due to the student's lack of performance or when official permission has been given to graduate in absentia.

Music, Special Fee

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

Physical Education, Special Fees

Some of these fees are held in trust for the vendor, and a 100 percent refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

LABORATORY AND SPECIAL CLASS FEES¹

| | | |
|-----------|-----------------------------|----------|
| ART 1100C | Introduction to Crafts | \$ 20.00 |
| ART 1101C | Crafts | 20.00 |
| ART 1110C | Introduction to Ceramics | 20.00 |
| ART 1111C | Intermediate Ceramics | 20.00 |
| ART 1203C | Three-Dimensional Design | 15.00 |
| ART 1230C | Advertising Design I | 15.00 |
| ART 1280C | Lettering | 15.00 |
| ART 1300C | Drawing Fundamentals | 20.00 |
| ART 1301C | Intermediate Drawing | 25.00 |
| ART 2231C | Advertising Design II | 15.00 |
| ART 2232C | Advertising Design III | 15.00 |
| ART 2330C | Life Drawing | 60.00 |
| ART 2400C | Introduction to Printmaking | 20.00 |
| ART 2401C | Printmaking | 20.00 |
| ART 2521C | Figure Painting | 60.00 |
| ART 2701C | Sculpture | 20.00 |
| ART 2710C | Stone Carving | 20.00 |
| ATF 1600 | Basic Flight Simulator | 75.00 |

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| ATF 2605 | Intermediate Flight Simulator | 75.00 |
| ATF 2610 | Advanced Instrument Flight Simulator | 100.00 |
| ATF 2691 | Instrument Refresher Simulator Lab | 60.00 |
| BCN 2253C | Architectural Drafting | 10.00 |
| BOT 1010L | General Botany I Lab | 17.50 |
| BOT 1011L | Botany II Lab | 17.50 |
| BSC 1010L | Principles of Biology Lab | 15.00 |
| BSC 1085L | Anatomy and Physiology I Lab | 22.50 |
| BSC 1086L | Anatomy and Physiology II Lab | 22.50 |
| CET 1123C | Microprocessors | 10.00 |
| CET 2112C | Logic Circuits | 10.00 |
| CGS 1060 | PC Starter | 5.00 |
| CGS 1361 | Introduction to Computers | 15.00 |
| CGS 1470C | Computer Drafting | 15.00 |
| CGS 1510 | Electronic Spreadsheet I | 5.00 |
| CGS 1511 | Electronic Spreadsheet II | 5.00 |
| CGS 1512 | Electronic Spreadsheet III | 5.00 |
| CGS 1513 | Electronic Spreadsheet | 20.00 |
| CGS 1540 | Beginning Database Concepts | 5.00 |
| CGS 1541 | Intermediate Database Concepts | 5.00 |
| CGS 1542 | Advanced Database Concepts | 5.00 |
| CGS 1545 | Database Management | 15.00 |
| CGS 1554 | Using PC's To Connect To An On-Line Service | 20.00 |
| CGS 1560 | Introduction to Using An Operating System | 5.00 |
| CGS 1561 | Inside the PC (Eissey, South & Glades) | 5.00 |
| CGS 2104 | Microcomputer Operations-Accounting | 10.00 |
| CHD 1320 | Methods and Materials I | 15.00 |
| CHD 1338 | Methods and Materials II | 15.00 |
| CHM 1015L | Principles of Chemistry Lab | 20.00 |
| CHM 1041L | General Chemistry II Lab | 25.00 |
| CHM 2046L | General Chemistry III Lab | 25.00 |
| CHM 2120C | Quantitative Analysis | 10.00 |
| CHM 2210L | Organic Chemistry I Laboratory | 30.00 |
| CHM 2211L | Organic Chemistry II Laboratory | 30.00 |

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| CIS 2300C | CICS (Customer Information Control System) | 10.00 |
| CJT 2100 | Criminal Investigation | 2.00 |
| CJT 2140 | Introduction to Criminalistics | 2.00 |
| COP 1160C | Programming RPG II | 20.00 |
| COP 1170 | Basic Language Programming | 10.00 |
| COP 1220 | Introduction to Programming in C (Central, Glades & Eissey) | 10.00 |
| COP 1400C | Assembly Language Programming (Central, Glades & Eissey) | 20.00 |
| COP 1403C | Assembly Language for the PC | 7.50 |
| COP 2120C | Programming COBOL | 20.00 |
| COP 2121C | COBOL Applications | 20.00 |
| COP 2200 | FORTRAN Programming | 20.00 |
| COP 2210 | PASCAL I: An Introduction to Programming (Central, Glades & Eissey) | 10.00 |
| COP 2334 | Programming in C++ (Central, Glades & Eissey) | 15.00 |
| COP 2341 | UNIX Operating System (Central, Glades & Eissey) | 10.00 |
| CTE 1401 | Textiles | 5.00 |
| CTE 1744 | Pattern Making II | 15.00 |
| DAA 1100 | Modern Dance I | 35.00 |
| DAA 1101 | Modern Dance II | 35.00 |
| DAA 1200 | Basic Ballet I | 70.00 |
| DAA 1201 | Basic Ballet II | 70.00 |
| DAA 1202 | Intermediate Ballet I | 105.00 |
| DAA 1203 | Intermediate Ballet II | 105.00 |
| DAA 1220 | Intermediate Pointe I | 35.00 |
| DAA 1221 | Intermediate Pointe II | 35.00 |
| DAA 1500 | Modern Jazz Dance I | 10.00 |
| DAA 1501 | Basic Jazz | 70.00 |
| DAA 1502 | Intermediate Jazz I | 70.00 |
| DAA 1600 | Basic Tap I | 70.00 |
| DAA 1601 | Basic Tap II | 70.00 |
| DAA 2204 | Advanced Ballet I | 105.00 |
| DAA 2205 | Advanced Ballet II | 105.00 |
| DAA 2222 | Advanced Pointe I | 35.00 |
| DAA 2223 | Advanced Pointe II | 35.00 |
| DAA 2230 | Men's Advanced Technique I | 35.00 |
| DAA 2231 | Men's Advanced Technique II | 35.00 |
| DEA 0800C | Clinical Practice I Lecture & Lab | 50.00 |

¹ Laboratory, physical education, language and special class fees may vary for each campus and are subject to change.

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|--|-------|---|--------|---|-------|
| DEA 0801C Clinical Practice II Lecture & Lab | 10.00 | ETD 2355C Three-Dimensional CAD | 10.00 | GRA 2820C Electronic Publishing for the Macintosh | 10.00 |
| DEA 0820C Expanded Functions I Lecture & Lab | 25.00 | ETD 2455C Machine/Mechanical Drafting | 10.00 | HLP 1081 Physical Fitness I (Central) | 10.00 |
| DEA 0821C Expanded Functions II Lecture & Lab | 25.00 | ETD 2801C Technical Illustration | 10.00 | HLP 1081 Physical Fitness I (Glades) | 5.00 |
| DEA 0850C Clinical Practice III Lecture & Lab | 10.00 | ETG 2537C Properties and Testing of Materials | 15.00 | HLP 1081 Physical Fitness I (Eissey) | 30.00 |
| DEA 0940 Dental Practicum I | 5.00 | ETI 1131 Statistical Process Control (SPC) | 50.00 | HLP 1081 Physical Fitness I (South) | 10.00 |
| DEH 1001L Introduction to Clinical Procedures Lab | 25.00 | ETI 1411C Manufacturing Processes | 15.00 | HSC 1000 Introduction to Health Care | 10.00 |
| DEH 1003L Dental Hygiene Instrumentation Lab | 30.00 | ETI 2133 Advanced Statistical Process Control (SPC) | 50.00 | HSC 1400 Standard First Aid and CPR (Eissey) | 1.50 |
| DEH 1530C Expanded Functions | 30.00 | FIL 1620C Computer Application for Film, Television and Video | 15.00 | IND 1012C Introduction to Interior Design | 20.00 |
| DEH 1800C Dental Hygiene I | 50.00 | FIL 2200C Film Production | 500.00 | IND 1015C Residential Interior Design | 20.00 |
| DEH 1802C Dental Hygiene II | 25.00 | FIL 2271C Camera Techniques | 20.00 | IND 1019C Commercial Interior Design I | 20.00 |
| DEH 2804C Dental Hygiene III | 50.00 | FIL 2272C Lighting Techniques | 20.00 | IND 1025C Fundamentals of Color and Design | 20.00 |
| DEH 2806C Dental Hygiene IV | 50.00 | FIL 2273C Gripping | 20.00 | IND 1401C Graphics and Drafting I | 20.00 |
| DEH 2807L Dental Hygiene V: Clinical Skills Update | 30.00 | FIL 2274C Editing | 20.00 | IND 1430C Interior Design Technical Systems | 20.00 |
| DES 1100L Dental Materials | 30.00 | FIN 2100 Personal Finance | 10.00 | IND 2010C Commercial Interior Design II | 20.00 |
| DES 1200L Dental Radiology Lec. & Lab | 30.00 | FSS 1210C Basic Food Preparation | 20.00 | IND 2011 Business Procedures for Interior Designers | 10.00 |
| DIE 2270 Practicum II | 8.00 | FSS 1220C Professional Cooking I | 20.00 | IND 2331C Interior Rendering | 20.00 |
| EET 1015L DC Circuit Analysis Lab | 15.00 | FSS 1221C Quantity Food Production I | 20.00 | IND 2332C Model Building | 20.00 |
| EET 1025L AC Circuit Analysis Lab | 15.00 | FSS 1222C Quantity Food Production II | 20.00 | IND 2420 Products and Materials of Interior Design | 10.00 |
| EET 2121L Electronics I Lab | 15.00 | FSS 2246C Baking | 20.00 | IND 2527C Advanced Portfolio Interior Design | 10.00 |
| EET 2122L Electronics II Lab | 15.00 | FSS 2248C Pastry and Garde Manger I | 20.00 | ITA 1120 Elementary Italian I | 12.00 |
| EET 2322C Communication Electronics | 15.00 | FSS 2249C Pastry and Garde Manger II | 20.00 | ITA 1121 Elementary Italian II | 12.00 |
| EET 2515C AC and DC Motors/Generators | 15.00 | GCO 2230 Pumping and Irrigation Systems | 10.00 | MAN 2522 Leadership and Continuous Improvement Management | 50.00 |
| EGS 1111C Engineering Graphics | 10.00 | GRA 1500C Graphic Arts Industries | 7.50 | MCB 1000L Microbiology Lab | 27.50 |
| EMS 1271L Paramedic Skills I Lab | 20.00 | GRA 1501C Graphic Arts Technology I | 15.00 | MUE 2440 String Technique | 30.00 |
| EMS 1272L Paramedic Skills II Lab | 10.00 | GRA 1530C Typography I | 15.00 | MVK 1111A Class Instruction - Piano I | 40.00 |
| EMS 1273L Paramedic Skills III Lab | 10.00 | GRA 1545C Introduction to Graphic Design | 15.00 | MVK 1111B Class Instruction - Piano II | 40.00 |
| EMS 1294L Clinical/Field Rotation I | 22.00 | GRA 1550C Package Design | 20.00 | MVK 2121A Class Instruction - Piano III | 40.00 |
| EMS 1295L Clinical/Field Rotation II | 20.00 | GRA 1570C Graphic Reproduction Processes | 20.00 | MVK 2121B Class Instruction - Piano IV | 40.00 |
| ENY 1002C Basic Entomology | 10.00 | GRA 1573C Graphic Arts Technology II | 15.00 | MVS 1116A Class Instruction - Guitar I | 40.00 |
| EST 2541C Servo-Mechanism and Instrumentation | 10.00 | GRA 1743C Illustration I | 10.00 | MVS 1116B Class Instruction - Guitar II | 40.00 |
| EST 2542C Programmable Controllers | 10.00 | GRA 1746C Illustration II | 15.00 | MVV 1111A Class Instruction - Voice I | 40.00 |
| ETD 1110C Introduction to Technical Drawing | 10.00 | GRA 1950C Production Graphics | 7.50 | MVV 1111B Class Instruction - Voice II | 40.00 |
| ETD 1525C Fabrication Drafting | 10.00 | GRA 2505C Screen Printing | 20.00 | NUR 1023L Nursing Concepts Lab | 50.00 |
| ETD 1620C Electrical Drafting | 10.00 | GRA 2508C Ink and Color | 7.50 | NUR 1210L Adult Health Nursing I Lab | 35.00 |
| ETD 2218 Geometric Dimensioning and Tolerancing | 5.00 | GRA 2547C Environmental Graphics | 20.00 | | |
| ETD 2331C AUTOLISP | 15.00 | GRA 2784C Graphic Arts Technology III | 10.00 | | |
| ETD 2332C Customizing Autocad | 15.00 | GRA 2800C Introduction to Macintosh Graphics | 10.00 | | |
| ETD 2350C Advanced Computer Drafting | 15.00 | | | | |
| ETD 2352C Modeling in 3D | 15.00 | | | | |
| ETD 2354C Autocad Upgrade | 15.00 | | | | |

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|--|--------|---|--------|---|-------|
| NUR 1211L Adult Health Nursing II Lab | 35.00 | OTH 2100C Occupational Therapy Activities Lab | 10.00 | PEN 2521C Fishing: Casting Techniques | 10.00 |
| NUR 2041 Nursing Among the Guatemalan Culture | 10.00 | PCB 2063L Experiments in Genetics | 15.00 | PGY 1101C Introduction to Photography | 20.00 |
| NUR 2214C Adult Health Nursing III Lab | 25.00 | PEL 1346 Badminton | 5.00 | PGY 1105 Zone System | 10.00 |
| NUR 2281C The Geriatric Client in the Community | 15.00 | PEL 1441 Racquetball (Central) | 5.00 | PGY 1110C Color Printing I | 10.00 |
| NUR 2310C Child Health Nursing | 25.00 | PEL 1441 Racquetball (Glades) | 5.00 | PGY 1111C Color Printing II | 10.00 |
| NUR 2421C Maternal/Neonatal Health Nursing | 25.00 | PEL 1441 Racquetball (Eissey) | 15.00 | PGY 1265 Photo Materials and Processes I | 10.00 |
| NUR 2520C Mental Health Nursing | 25.00 | PEL 1441 Racquetball (South) | 10.00 | PGY 2109 Fine Print | 10.00 |
| NUR 2790 Registered Nurse First Assistant (RNFA) | 400.00 | PEL 2041 Recreational Games | 5.00 | PGY 2116C Dye-Transfer Photography | 25.00 |
| NUR 2790L Registered Nurse First Assistant (RNFA) Clinical | 61.40 | PEL 2111 Bowling (Central) | 39.00 | PGY 2221C Techniques of Commercial Photography | 20.00 |
| NUR 2941L Community/Home Health Clinical Preceptorship | 15.00 | PEL 2111 Bowling (Eissey) | 25.50 | PGY 2440C Experimental Photography | 20.00 |
| NUR 2943L Clinical Preceptorship in Medical Surgical Nursing | 15.00 | PEL 2111 Bowling (Glades) | 36.50 | PHY 2048L General Physics I and General Physics with Calculus I Lab | 15.00 |
| ORH 2253 Nursery Management | 15.00 | PEL 2111 Bowling (South) | 66.50 | PHY 2049L General Physics II and General Physics with Calculus II Lab | 15.00 |
| ORH 2830 Introduction to Landscape Design | 10.00 | PEL 2121 Golf (Central, Glades & Eissey) | 5.00 | PLA 1104 Legal Writing and Research I (Eissey, Glades & South) | 25.00 |
| ORH 2835 Computer-Aided Landscape Design | 10.00 | PEL 2121 Golf (South) | 35.00 | PLA 1203 Preparing Negligence Cases (Eissey, Glades & South) | 25.00 |
| OST 1100C Beginning Keyboarding | 10.00 | PEL 2122 Intermediate Golf (Central, Glades & Eissey) | 5.00 | PLA 1949C Co-Op Legal Assisting I (Eissey, Glades & South) | 25.00 |
| OST 1110C Intermediate Keyboarding | 10.00 | PEL 2122 Intermediate Golf (South) | 35.00 | PLA 2114 Legal Writing and Research II (Eissey, Glades & South) | 25.00 |
| OST 1141 Keyboarding for Microcomputers | 5.00 | PEL 2141 Archery | 8.00 | PLA 2603 Administration of Estates (Eissey, Glades & South) | 25.00 |
| OST 1211 Shorthand I | 25.00 | PEL 2341 Beginning Tennis (Central and Glades) | 5.00 | PLS 2220 Plant Propagation | 10.00 |
| OST 1217 Shorthand Speed Building | 5.00 | PEL 2341 Beginning Tennis (Eissey) | 20.00 | PMA 2213 Plant Pest Management | 5.00 |
| OST 1272 Shorthand II | 10.00 | PEL 2341 Beginning Tennis (South) | 10.00 | RET 1272 Fundamentals of Respiratory Care I | 30.00 |
| OST 1332 Business Presentation | 15.00 | PEL 2342 Intermediate Tennis (Central and Glades) | 5.00 | RET 1272L Fundamentals of Respiratory Care I Lab | 30.00 |
| OST 1810 Introduction to Desktop Publishing | 10.00 | PEL 2342 Intermediate Tennis (Eissey) | 20.00 | RET 1273 Fundamentals of Respiratory Care II | 25.00 |
| OST 1811 Desktop Publishing | 20.00 | PEL 2342 Intermediate Tennis (South) | 10.00 | RET 2280C Fundamentals of Respiratory Care Therapy III | 60.00 |
| OST 1826 Presentation Graphics for Business | 20.00 | PEM 1116 Aerobic Dance (Central) | 10.00 | RET 2534C Fundamentals of Respiratory Care Therapy IV | 65.00 |
| OST 2331 Business Correspondence | 5.00 | PEM 1116 Aerobic Dance (Eissey) | 20.00 | RTE 1401C Radiographic Imaging I | 30.00 |
| OST 2339 Business English Review | 5.00 | PEM 1152 Physical Fitness II | 5.00 | RTE 1457C Radiographic Imaging II | 30.00 |
| OST 2402 Office Procedures and Technology | 10.00 | PEM 1376C Backpacking | 10.00 | RTE 1503C Radiographic Procedures I | 30.00 |
| OST 2601C Machine Transcription I | 10.00 | PEM 2405 Self Defense (Eissey) | 15.00 | RTE 1513C Radiographic Procedures II | 30.00 |
| OST 2602C Machine Transcription II | 10.00 | PEN 1231 Sailing Sunfish | 15.00 | RTE 1523C Radiographic Procedures III | 30.00 |
| OST 2710 Introduction to Word Processing | 10.00 | PEN 1232 Sailing II (Central) | 110.00 | RTE 1804 Radiographic Clinical Education I | 30.00 |
| OST 2711C Word Processing I | 25.00 | PEN 1241 Windsurfing (Central) | 100.00 | | |
| OST 2712C Word Processing II | 25.00 | PEN 2113 Lifesaving | 20.75 | | |
| OTH 1014C Kinesiology for Occupational Therapy | 5.00 | PEN 2122 Swimming and Diving (Central) | 30.00 | | |
| OTH 1121C Therapeutic Media | 10.00 | PEN 2122 Swimming and Diving (South) | 10.00 | | |
| OTH 1520C Pediatric Occupational Therapy | 10.00 | PEN 2122 Swimming and Diving (Glades) | 5.00 | | |
| | | PEN 2122 Swimming and Diving (Eissey) | 20.00 | | |
| | | PEN 2136 Scuba Diving (Central) | 84.00 | | |
| | | PEN 2136 Scuba Diving (Eissey & Glades) | 100.00 | | |
| | | PEN 2136 Scuba Diving (South) | 125.00 | | |
| | | PEN 2137 Advanced Scuba Diving (South) | 150.00 | | |

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| RTE 1814 | Radiographic Clinical Education II | 30.00 | RTE 2854 | Radiographic Clinical Education VI | 30.00 | SUR 1640C | Land Surveying Computations | 10.00 |
| RTE 1824 | Radiographic Clinical Education III | 30.00 | RTT 0940 | Internship In Film, Television & Video Production Operations | 35.00 | SUR 1660C | Professional Drafting for Surveyors | 10.00 |
| RTE 2473C | Radiographic Quality Improvement | 30.00 | RTV 2300C | Introduction to Broadcast Journalism (Central) | 20.00 | SUR 2201C | Route Geometrics | 10.00 |
| RTE 2533C | Radiographic Procedures IV | 30.00 | SON 2000 | Practical Aspects of Sonography | 30.00 | SUR 2301 | Project Surveying and Mapping | 10.00 |
| RTE 2834 | Radiographic Clinical Education IV | 30.00 | SON 2006 | Professional Aspects of Sonography | 30.00 | SUR 2500C | Electronic and Geodetic Surveying | 10.00 |
| RTE 2844 | Radiographic Clinical Education V | 30.00 | SUR 1101C | Basic Surveying and Mapping | 10.00 | ZOO 1010L | General Zoology Lab | 17.50 |
| | | | | | | ZOO 2713L | Comparative Vertebrate Anatomy Lab | 25.00 |



Chapter 7

THE LIBRARY LEARNING RESOURCE CENTER

The LLRC offers print and non-print materials at all four campus locations. The Central Campus Harold C. Manor Library, Belle Glade and Eissey Campuses maintain full service hours under the auspices of the College. The South Campus library service is a joint-use agreement with Florida Atlantic University. LLRC provides resources and services for both students and faculty. Individual instruction is provided by professional librarians, technicians and specialists. Group-orientation sessions provide information on library and media services. Success in achieving instructional objectives depends on access to information. Electronic access to library materials is now available via on line and CD-ROM technology including the Library Information Network for Community Colleges (LINCC).

THE CENTER FOR PERSONALIZED INSTRUCTION

The CPI offers educational development to both day and evening students. Utilizing different learning systems, CPI is an alternative to the traditional classroom. Individualized instruction in selected credit courses and college preparatory courses in reading, English, mathematics and English as a Second Language are available. CPI courses combine individualized instruction with lecture and computer-assisted instruction to deliver a curriculum that meets the specific learning needs of students. Flexible class scheduling on a "To Be Arranged" (TBA) basis is available at several campuses. Support services include tutoring, computer software that correlates with many PBCC courses and use of multimedia resources. Review materials for standardized tests such as the ACT, SAT, CPT and CLAST are available. All students have access to CPI services.

COOPERATIVE EDUCATION

Cooperative education (co-op) is a nationally recognized academic program combining on-campus study with work-related experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities.

Benefits

As a co-op student you can:

1. Earn academic credit.
2. Gain practical experience and job knowledge.
3. Test your career decision.
4. Make valuable contacts in your professional field.
5. Earn income through work in your chosen field of study.

Eligibility

Students having completed one full-time semester, or at least 12 credit hours, are eligible to enter the co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must have a willingness to become involved in developing a cooperative education position related to their major field of study.

Operations

Co-op may be part-time, full-time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study. Students may earn up to six academic credits usable as elective credits, added credits or to meet the curriculum requirements in designated programs. Students should consult with an academic adviser regarding the transferability of co-op credits in programs offered by upper-division colleges and universities.

Enrollment

Co-op education varies across the district, using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus listed below:

| | |
|-------------------------|----------|
| Central Campus | 439-8050 |
| Edward M. Eissey Campus | 625-2560 |
| Glades Campus | 992-6168 |
| South Campus | 367-4561 |

EXPERIENTIAL LEARNING

The experiential learning assessment process for working adults is designed to

recognize the academic value of learning through experiences outside the college classroom including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study. PBCC is also a Servicemembers Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

Assessment¹

Credit is awarded through an assessment process to determine if the necessary competencies were gained by work experience associated with the college course being assessed. Assessment involves the following:

- Written or performance tests.
- Preparation of a portfolio describing learning and how it was acquired.
- Evaluation of certificates and licenses.
- Interviews with faculty members.
- Review of external agency recommendations (ACE, AIB, PONS, etc.).

The method of assessment is determined by the division chair and faculty members responsible for the courses for which credit is requested.

Not all courses are assessable courses. Courses being assessed must be offered as a requirement or an elective in an A.S. degree or certificate program at PBCC. General education courses are not assessable.

Process

After being admitted to the College as a regular degree-seeking student and selecting an academic program with the help of a counselor or adviser, the following steps must be taken:

1. Meet with the program division chair or manager to determine if an assessment process is available for selected courses.
2. Apply for assessment on forms available from the division chair or Student Services.
3. Consult with the division chair, program manager or designated faculty evaluator to determine requirements for assessment and fees required.
4. Discuss student responsibilities in the assessment process, including:

¹ Not all Palm Beach Community College courses are assessable courses. That is, even though a student may feel that he/she may have the appropriate background and knowledge, the particular course for which he/she wishes to be evaluated may or may not be available for that purpose. The process applies primarily to AS degree courses.

- a. Meeting with an instructor for an oral or written exam.
 - b. Preparing for a written exam by reviewing textbooks.
 - c. Arranging for an instructor to interview an employer as well as a work-site visit.
 - d. Presenting certificates and licenses for authentication.
 - e. Developing a portfolio of experience.
 - f. Providing ACE recommendations for military training.
5. Pay necessary fees (minimum fee \$15) for the assessment process. Fees do not include credits. It is possible that academic credit will not be awarded in the areas requested, but the cost of assessment remains the same.

Award of Credit

The assessment process may take from several hours to several months, depending on the amount of credit requested and the methods of assessment required. When the process is completed, the results are forwarded to the district director of vocational education for final review and verification. The director will request the registrar to place the credits on your transcript.

Credits awarded are held until satisfactorily completing 15 credits of college-level course work at PBCC. Experiential credit may not be used to meet the residency requirement for the 15 hours prior to graduation.

FLORIDA-CANADA INSTITUTE

The Florida-Canada Institute is part of the international program established within the State Department of Education by the Florida Legislature in 1987. The linkage institutes assist in the development of stronger economic and social ties between Florida and strategic foreign countries through the promotion of expanded public/private dialogue on cooperative research and technical assistance, student/faculty exchange, cultural exchange and enhancement of language training. In 1991, the authority changed from the Department of Education to the Department of Commerce and specifically to the Florida International Affairs Commission.

The Florida-Canada Institute at PBCC has assisted in the establishment of a linkage with Algonquin College in Ottawa, Ontario, Canada for faculty and student exchanges. The Institute also assisted in developing contacts with business and industry in Canada. Technical exchanges such as the Emergency Medical Service (EMS) competition in Alberta, Canada are arranged. Locally, the Florida-Canada Institute works with the

Canadian-American Business Alliance and the World Trade Council to enhance economic trade with Canada. The Florida-Canada Institute administers the tuition-exemption program for Canadian students attending Florida's colleges and universities.

HONORS

Honors classes are offered in Communications I (ENC 1121) and Communications II (ENC 1122). Honors options are available in many classes for students with a 3.2 GPA. The student must maintain an A or B throughout the term and present a summary or project to the class before the completion of the term. The student transcript indicates Honors work. All instructors do not offer this Honors option. The individual sections are noted with an asterisk (*) on the term schedule printout. Honors options are offered in several general education areas: literature, other communications courses, social science, education, accounting, computers, political science and psychology. For more information, check with the Honors office.

DIVISION OF CONTINUING STUDIES

Continuing studies is a multi-campus operation of educational and related services including non-credit and credit programs, courses and projects. Not all programs are available at all campuses.

For information on offerings call:

- **Central Campus**-439-8006, Lake Worth
- **Eissey Campus**-625-2535, Palm Beach Gardens
- **Glades Campus**-992-6168, Belle Glade
- **South Campus**-367-4516, Boca Raton

The division of continuing studies offers the following educational opportunities:

1. Career Enhancement
2. Career Preparation
3. Personal Development
4. Programs and Institutes

1. Career Enhancement

Agribusiness

Offerings include turf-grass management, golf course and home lawn maintenance, xeriscape and pest control technology.

Center for Health Studies

Courses on current topics applicable to health professionals practice are provided. Approval of credit for relicensure is granted per appropriate Florida Department of Business and Professional Regulation or Health and Rehabilitative Services.

Medical secretary programs, medical transcription, child care courses such as Child

Development Associate (CDA) and child care workers certification are available within the Center for Health Studies.

Certified Addiction Professionals

Certified Associate Addiction Professionals

Clinical Laboratory Personnel

Clinical Social Workers

Dental Assistants

Dental Hygienists

Dentists

EKG Technicians

Marriage and Family Therapists

Mental Health Counselors

Nurses

Nursing Home Administrators

Phlebotomy

Radiologic Technicians

Sonographers

Customized training can be developed for personnel employed in health care facilities to meet special needs.

Center For Insurance Education

The Center for Insurance Education provides license preparation courses for the General Lines Agent (2-20 License), Customer Representative (4-42 Licenses) and Life/Health, Annuities (2-15 License), and Title Agent. Course work is approved by the Department of Insurance.

The Center also schedules continuing education for licensed agents and is approved by the Department of Insurance for license renewal.

Community Association Managers

Community Association Manager Pre-Licensure courses are available to help individuals prepare to pass the Florida state examination for licensure as a Community Association Manager (i.e., management of condominiums or homeowner associations). Also offered are a series of workshops meeting State of Florida continuing education renewal requirements for licensed community association managers which are held throughout the year. Each session is focused on a specific topic and presented by an expert in the field.

Computer and Office Technology

A series of short courses and workshops are offered for adults adding an occupational skill or enhancing personal skills for operating small computers. "Hands-on" training on microcomputers with the latest in word processing, data entry, electronic spreadsheets, database management and desktop publishing is available.

Contractors' Continuing Education

Courses are normally offered in spring/summer to meet the state of Florida continuing education renewal requirements. Topics vary and are presented by experts in the field.

Emergency Medical Service Programs

Emergency medical courses assist health professionals in maintaining current professional licensure.

A diverse curriculum for physicians, nurses, EMTs and paramedics is offered. Courses are provided for ACLS, BCLS, BLS, PALS, Paramedic Refresher, Emergency Medical Dispatch and other topics.

ESOL (English as a Second Language)

This program is designed for English speakers of other languages. Reading, writing, speaking and listening skills are presented, with emphasis on communication.

Florida Food Manager Testing

Florida law requires all facilities that store, handle and prepare food consumed by the public to have a supervisor on duty during the hours of operation who holds a state-issued certificate. This four-hour workshop prepares individuals to take the Florida Food Manager Certification exam given at its conclusion.

Institutional, Home and Family Management

Occupational preparation for a certified child-care worker, executive housekeeper or specialist in food service, fashion or physical fitness industries and various management courses, workshops and seminars are offered.

Institute of Government

Provides professional development, training opportunities and technical assistance to Palm Beach County government entities and their employees. Programs include conferences and comprehensive training programs for secretarial/clerical, professional and supervisory/management. Certification and short courses and workshops are also available to meet specific occupational needs.

Services include technical assistance and organizational needs assessment designed to increase performance and productivity.

Mortgage Banking Training

Offerings include the 24-hour state-approved Mortgage Broker course, a course in the Fundamentals of Residential Lending, and Residential Mortgage Loan Origination.

Travel Agent Training

This program consists of two modules: Travel Career Training (24 hours) and Reservation Computer Training (36 hours).

They provide the training necessary to compete for entry-level positions in all phases of travel-airlines, cruises, travel agencies, car rental agencies or sales.

Real Estate Licensure, Postlicensure and Continuing Education

College credit courses are offered for Real Estate Sales Licensure, Brokers Licensure and Certified Appraiser. See REE course descriptions in chapter nine for details.

Postlicensure education for sales people is a 45-classroom-hour course including subjects specified in Florida Statute.

Postlicensure courses are training-oriented and build on the academic knowledge acquired during pre-licensure training. All courses emphasize development of skills necessary for licensees to operate effectively.

A 14-hour continuing education course is offered meeting the requirement for real estate license renewal.

Condominium Operations and Management, Landlord-Tenant Law, SREA Appraising are also offered.

2. Career Preparation

Recovery (Repossession) Agent

Class "EE" license instruction has been approved by the State of Florida to prepare for a Class "EE" license as a recovery (repossession) agent.

State approved pre-licensure training for the class "EE" recovery (repossession) agent license is offered several times a year.

Security Officer

A curriculum to prepare for a Class "D" license as a security officer is approved by the State of Florida and offered frequently.

3. Personal Development

Courses and activities are available providing adults with opportunities to improve life competency.

Children First

This court-mandated mediation training is required by Palm Beach County for couples with children seeking a divorce.

Center for the Continuing Education of Women

The Women's Center at Palm Beach Community College's Continuing Studies Center offers special courses and programs to enhance women's lives and assist in their adjustment to life's transitions including two grant-funded programs for women beginning again.

Crossroads: The Displaced Homemaker program offers a career redirection program assisting women who are separated, divorced, widowed or whose spouse is disabled. It enables participants to identify

resources, build self-esteem, explore options and move forward through directed group discussions and individual guidance.

Connections: The Single Parent/Displaced Homemaker program offers vocational guidance and limited tuition assistance for women returning to, or enrolled in, PBCC and provides "a resource and support network to assist these students in accomplishing their educational goals."

Judaic Studies Program

Courses on the politics, history, language, and arts of the Jewish people are held during the major terms. Jewish instructors, expert in their field, present lectures on topics such as Yiddish, Jewish culture, political influences, Jewish philosophers and basic concepts of Judaism.

Senior Group Theater (Senior Players)

Energetic and talented seniors, age 55 to 80 years, provide year-round entertainment throughout the county in nursing homes, senior centers, civic organizations and at condominium charitable benefits.

Summer Band Camp

Developed by the music department and the division of continuing studies plus area school band directors, summer band camp provides four weeks of intensive training for middle and high school students. Area musicians serve as instructors in the program concluding with a concert finale. This concert is free and open to the public.

4. Programs And Institutes

Center for Multicultural Affairs

Provides understanding and preservation of diverse cultures in Palm Beach County. An advisory committee has established the following objectives:

- The establishment of a clearing house for the exchange of ethnic/cultural information.
- The development of multicultural programs and activities for students, staff and members of the community.
- The involvement of students and representatives from diverse cultural groups in both college and community programs.

A major fund-raising project, the Annual International Festival of Palm Beach County, occurs in spring. Proceeds provide scholarships for PBCC students. In 1988, the Center added a Speaker's Bureau and a Translation Bureau to aid public agencies in serving the community.

Community Services

Campus facilities are available for approved community educational and cultural

functions on a space-available basis. Many college cultural and entertainment activities such as concerts, dramatic presentations, art exhibits, lectures and sporting events are frequently available to the community. Central, Eissey, and Glades campuses have auditorium facilities available to the community for educational and cultural events.

Institute of New Dimensions

The Institute of New Dimensions is dedicated to exploring educational and cultural opportunities by adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture by volunteers from the theater, scientific and professional arenas to bring intellectual enrichment to the community. (Phone: (407) 439-8186)

Business Training Center

Develops and coordinates training programs in credit and non-credit areas including personal computer and AS/400 mid-range computing systems, customized training, fitness, professional development and teleconferences. The Center is located on the South Campus in Boca Raton.

Center For Business and Industry

Designs training programs for personal and professional development for local businesses. Courses tailored to the needs of business are scheduled at the business site or at any of the four campuses of the College. Seminars, workshops, teleconferences and other services may be arranged. Contact the directors of continuing studies, the provost at Glades Campus or the director of vocational education for more information.

Telecourses

Palm Beach Community College telecourses are an exceptional alternative for busy working adults to earn college credit on a flexible basis, and for just about anyone who wishes to expand their knowledge in a wide variety of interesting subject areas.

What is a telecourse? A telecourse offers regular college credit, using video tapes, text books, study guides and other elements as the basic study materials for the course. You may view your video lessons in one or more ways: on Palm Beach County's Educational/Government Cable Channel 20, PBS Channel 42, or by viewing it in the Library Learning Resource Center and/or Media Center.

A telecourse learning program includes:

1. Required campus visits, orientation, a midterm and a final as scheduled.
2. An instructor available by telephone or in person, during specified office hours.
3. A textbook and, perhaps, other supplementary materials.

4. Two or three half-hour video programs each week.
5. A Study Guide to direct and connect the reading and viewing assignments.
6. A course syllabus outlining assignments, testing information, and other details about the course.
7. A "hotline" and "voice-mail" service to answer questions, solve technical problems, and provide general information.

Each telecourse is equivalent to the on-campus sections of the same course in terms of objectives, content, and credit transferability.

There is a \$15.00 fee for telecourse programs.

Telecourses are offered on all four Palm Beach Community College campuses. For additional telecourse information, call one of our four campuses: Central Campus (407) 439-8114, Edward M. Eissey Campus (407) 625-2574, Glades Campus (407) 992-6168 or South Campus (407) 367-4564.

Tech Prep

Associate of science degree and certificate programs which have a Tech Prep (TP) articulated curriculum pathway identified in conjunction with Palm Beach County Public Schools are identified in the bulletin by the letters TP following the title of the program. Students completing the requirements of the Tech Prep Pathway while they are in high school or a technical center, may be eligible for advanced standing at PBCC. The specific benefits of graduating from high school as a Tech Prep student are identified in each pathway articulation agreement. Contact your local school counselor or a PBCC admissions office for a copy of this information.

Action-Based Learning (ROPES Training)

Action learning is a dynamic approach to individual and group enhancement through the application of innovative techniques. The

typical program will include team building activities using low and high ropes, group initiatives and structured experiences. Programs may be custom designed to satisfy the specific needs of each client by using a pre-program assessment. Offered only at the Edward M. Eissey Campus of the College. Call (407) 625-2535 for more information

International Field-Trip Study

The field-trip study is intended to provide the PBCC student with the opportunity to explore the language, history and culture of the countries visited. College credit will vary according to the length of the program.

Participants will keep descriptive, creative and critical journals. Course grade and credit will be awarded on the individual projects.

These study tours are most frequently offered during spring break or between terms.

| | | |
|----------|-----------------|--------|
| FOL 1170 | Mexico | 2 crs. |
| FOL 1171 | Puerto Rico | 2 crs. |
| FOL 1172 | Jonquiere, Que. | 3 crs. |
| FOL 1173 | Venezuela | 2 crs. |
| FOL 1174 | Panama | 2 crs. |
| FOL 1175 | Mexico | 2 crs. |
| FOL 1178 | Costa Rico | 2 crs. |

For additional information on these or other international study programs, contact the office of International Education, or see your counselor.

International Summer School - Cambridge, England

Open to all over the age of 18 interested in the scholarly pursuit of learning at one of England's most prestigious universities. Offerings include:

| |
|-------------------------------|
| Art History (ARH 2950) |
| Music History (MUH 2950) |
| British History (HIS 2950) |
| British Sociology (SYG 2950) |
| British Literature (LIT 2950) |

Credits earned range from three to six depending on student involvement.



Chapter 8

HOW TO CHOOSE A PROGRAM

The mission of PBCC states that it provides:

- Academic programs that award an associate in arts degree.
- Technical/vocational programs that award an associate in science degree and professional certificates.
- Courses and special programs to retrain and upgrade employment skills.
- Preparatory instruction for students needing academic development to succeed in college-level work.
- Continuing studies and community-service programs which address special education, community development, cultural and economic needs.
- Multicultural experiences within the College and the global community.

Students who plan to transfer to a university and pursue a baccalaureate degree should choose an associate in arts program of study after carefully reading the associate in arts section.

Students who plan to follow a program of study to prepare for employment upon graduation from PBCC should read the following sections about AS degree or certificate programs. PBCC offers opportunities in specialized, business, technical and professional areas.

Those not planning or needing to complete a degree but who have other interests should read the section "Non-degree Programs."

NON-DEGREE PROGRAMS

Students may enroll in transfer or continuing studies courses to meet individual educational needs such as upgrading skills for employment, cultural enrichment, improving academic preparation or any other. The College offers many courses and special programs to serve students in these categories. Certificates (non-degree) for preparation for employment are listed on page 31.

Courses for other purposes and special interests can be found in brochures and schedules throughout the College.

In all degrees, if college preparatory level courses are needed based on entry-level placement, they will be in addition to the listed degree program requirements.

ASSOCIATE IN ARTS

If you plan to complete a baccalaureate

degree, you should choose your program and complete all requirements for the associate in arts degree at Palm Beach Community College. The excellent record made by PBCC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as juniors students who have completed an AA degree at Palm Beach Community College, completion of the degree does not always qualify for admission to some special programs within the universities. Each college has specific course requirements which must be met. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBCC.

Graduation Requirements

Read carefully the steps under the general heading, Graduation Requirements. Students bear the primary responsibility for meeting all of these requirements.

General Education Requirements

GENERAL EDUCATION PHILOSOPHY STATEMENT

General Education at Palm Beach Community College seeks to provide students with a greater understanding a deeper appreciation of the essential skills requisite to meet the challenges of complexity and diversity in a fast-emerging global society.

The General Education Requirements are specifically designed to prepare students:

1. To think clearly, critically and creatively.
2. To read carefully and critically.
3. To listen and speak effectively.
4. To write clearly and effectively.
5. To understand and apply college-level mathematics.
6. To understand and be sensitive to people and societies encompassing a variety of cultural and ethnic backgrounds.
7. To develop aesthetic interests and sensibilities.
8. To understand the concepts underlying scientific investigation and to consider the social consequences of research.
9. To understand the various concepts un-

derlying wellness and to apply them personally on a life-long basis.

10. To demonstrate competency in the basic use of computers.

The student shall complete a minimum of 36 semester hours of work in general education. These hours must be completed in the subject areas listed below:

Area I - Communications 9 hours

A grade of C or higher is required in each course

| Course | Semester Hours | Credit |
|---|----------------|--------|
| ENC 1101 Freshman Communications I | 3 | 3 |
| SPC 1600 Fundamentals of Speech . . . | 3 | 3 |
| Select one of the following courses: | | |
| ENC 1102 Freshman Communications II | 3 | 3 |
| ENC 1141 Writing about Literature . . . | 3 | 3 |

Area II - Humanities 6 hours

A grade of C or higher is required for one of the following literature courses:

| | | |
|---|---|---|
| AML 2010 American Literature to 1865 | 3 | 3 |
| AML 2020 American Literature after 1865 | 3 | 3 |
| ENL 2012 English Literature Before 1798 | 3 | 3 |
| ENL 2022 English Literature after 1798 | 3 | 3 |
| LIT 2110 World Literature to 1600 . . . | 3 | 3 |
| LIT 2120 World Literature after 1600 | 3 | 3 |

Completion of one of the following courses with a grade C or higher is required.

| | | |
|--|---|---|
| ARH 1000 Art Appreciation | 3 | 3 |
| ARH 2050 History of Art (Early) | 3 | 3 |
| ARH 2051 History of Art (Modern) . . . | 3 | 3 |
| MUL 1010 Music Appreciation | 3 | 3 |
| THE 1000 Introduction to Theater | 3 | 3 |

Area III - Mathematics 6 hours¹

A grade of C or higher is required in each course.

| | | |
|--|---|---|
| MAC 1102 Algebra for College Students | 3 | 3 |
| MAC 1114 Trigonometry | 3 | 3 |
| MAC 1140 Precalculus | 3 | 3 |
| MAC 2233 Survey of Calculus | 3 | 3 |
| MAC 2311 Calculus with Analytic Geometry I | 4 | 4 |
| MAC 2312 Calculus with Analytic Geometry II | 4 | 4 |
| MAC 2313 Calculus with Analytic Geometry III | 4 | 4 |

¹ Successful completion of the six hours will also satisfy the Gordon Rule requirement in computations.

| | |
|----------|--|
| MAP 2302 | Differential/Equations . . . 3 |
| MGF 1104 | Mathematics for College Students 3 |
| STA 2014 | Statistics 3 |

Area IV - Natural Science 9 hours

The following wellness course is required for three credit hours:

| | |
|----------|--|
| HSC 2100 | Health Concepts and Strategies 3 |
|----------|--|

Completion of two of the following for six credit hours:

| | |
|----------|---|
| AST 1002 | Descriptive Astronomy . . . 3 |
| BSC 1010 | Principles of Biology . . . 3 |
| BSC 1050 | Environmental Conservation 3 |
| BSC 1085 | Anatomy and Physiology I and Laboratory 4 |
| BSC 1086 | Anatomy and Physiology II and Laboratory 4 |
| BOT 1010 | General Botany I and Laboratory 4 |
| CHM 1015 | Principles of Chemistry . . . 3 |
| CHM 1040 | General Chemistry I . . . 3 |
| CHM 1041 | General Chemistry II and Laboratory 4 |
| CHM 2046 | General Chemistry III and Laboratory 4 |
| GLY 1000 | Descriptive Geology . . . 3 |
| MCB 1000 | Microbiology and Laboratory 3 |
| OCE 1001 | Introduction to Oceanography 3 |
| PHY 1001 | Applied Physics 3 |
| PHY 2053 | General Physics I and Laboratory 5 |
| PHY 2054 | General Physics II and Laboratory 5 |
| PHY 2048 | Gen. Physics with Calculus I and Laboratory 5 |
| PHY 2049 | Gen. Physics with Calc. II and Laboratory 5 |
| PSC 1341 | Physical Science for Today's World 3 |
| PSC 1101 | Earth Science 3 |
| ZOO 1010 | General Zoology and Laboratory 4 |

Area V - Social Science 6 hours

A grade of C or higher is required in each course. Select one of the following courses:

| | |
|----------|---|
| SYG 1440 | Introduction to the Social Sciences 3 |
|----------|---|

| | |
|----------|---------------------------------------|
| SYG 2000 | Introduction to Sociology 3 |
|----------|---------------------------------------|

Select one of the following courses:

| | |
|----------|---|
| AMH 2010 | United States History to 1865 3 |
| POS 1001 | Introduction to Political Science 3 |
| POS 2041 | American National Government 3 |

| | |
|----------|---|
| POS 2112 | American State and Local Government 3 |
|----------|---|

ASSOCIATE IN SCIENCE

The degree of associate in science is awarded upon successful completion of a program of study approved by the College. The aim of the occupationally oriented A.S. degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a level of training which would lead to mid-management employment.

It is important to note that students who choose associate in science degree programs are NOT qualifying themselves for transfer to the junior year at a state university. If a combination of immediate job training plus possible continuation for a four-year degree is desired, it is better to plan your program with an adviser, using university-parallel programs as a base.

Graduation Requirements

All students who wish to graduate from Palm Beach Community College must fulfill the requirements listed under the general heading, Graduation Requirements. Students are expected to complete all the courses in the program in which they are registered.

General Education Requirements

Each associate in science program will have a minimum of fifteen (15) college credits of General Education required. The courses used to satisfy this requirement will be taken from the list of courses identified within the associate in arts degree five (5) areas of General Education listed on page 28 and 29. Specific general education competencies may be demonstrated via course content.

When selecting general education courses, the student must refer to his/her specific AS degree program requirements.

One course three credits each for a total of nine (9) credits must be selected from the following AA general education areas listed below:

Area II, Humanities

Area III, Mathematics or Area IV, Natural Science

Area V, Social Science

An additional six (6) credits hours must be selected to complete the fifteen (15) credits for the AS Program General Education requirements. These six (6) credits must be selected from the appropriate AA General Education area.

The following competencies must be documented by the student through general education courses or course content:

- Written and Oral Communications
- Computation
- Basic use of computers
- Wellness

Students enrolled in AS degree programs who do not meet all AA degree requirements may complete 36 hours of general education and have this noted on transcript PROVIDED the registrar is notified of this intention when the student applies for AS degree. See "Alternate or Second Degree" following "Foreign Language Requirement." See also "College Level Academic Skills Test" in the student services section.

All courses listed in AS degree program outlines in the catalog must be completed in their entirety.

**OTHER STATUTORY REQUIREMENTS
SBE RULE 6A-10.30 (2) (B)**

1. The communications and computation requirement (the Gordon Rule) became effective fall semester 1982 throughout the State of Florida. This rule states that prior to receipt of an AA degree from a public community college or university, or prior to entry into the upper division of a public university, a student shall successfully complete 12 semester hours or more of English/Humanities/Social Sciences in which the student must write (at least) 24,000 words and successfully complete six semester hours of mathematics at the college algebra level or higher. For the purpose of this rule, applied logic, statistics and other such computation coursework, may be used to fulfill three hours of the six semester hours required by this section. For the purposes of this rule, a grade of C or higher shall be considered successful completion.

Palm Beach Community College requirement for written work:

| | | |
|----------|---|-------|
| AMH 2010 | U.S. History to 1865 . . . | 2,000 |
| AMH 2020 | U.S. History from 1865 to the Present | 2,000 |
| ARH 1000 | Art Appreciation . . . | 2,000 |
| ARH 2050 | History of Art (Early) | 2,000 |
| ARH 2051 | History of Art (Modern) | 2,000 |
| ENC 1101 | Freshman Communications I . . | 6,000 |
| ENC 1102 | Freshman Communications II . . | 7,000 |
| ENC 1121 | Honors Freshman Communications I . . | 6,000 |
| ENC 1122 | Honors Freshman Communications II . . | 7,000 |
| ENC 1141 | Writing About Literature | 7,000 |

| | | |
|----------|---|-------|
| ENC 1210 | Applied Communications . . . | 7,000 |
| MUL 1010 | Music Appreciation . | 2,000 |
| POS 1001 | Introduction to Political Science | 2,000 |
| POS 2041 | American National Government | 2,000 |
| POS 2112 | American State and Local Government . . | 2,000 |
| SYG 1440 | Introduction to the Social Sciences | 2,000 |
| SPC 1600 | Fundamentals of Speech | 2,000 |
| SYG 2000 | Introduction to Sociology | 2,000 |
| | Literature - all | 3,000 |
| THE 1000 | Introduction to the Theater | 2,000 |

2. Beginning with the October 1982 administration of the College-Level Academic Skills Test (CLAST), students will be required to present test scores to be eligible for the award of an associate in arts degree from a community college or for admission to an upper-division program in a state university in Florida.

Prior to August 1, 1984, the use of CLAST scores was limited to student counseling and curriculum development. After August 1, 1984, students must have passing scores on CLAST to be eligible for the award of an associate in arts degree from a community college or for admission to upper-division status in a state university in Florida.²

After January 1, 1996, certain exemptions to the CLAST requirement are available. See Chapter 5 for an outline of these exceptions.

FOREIGN LANGUAGE REQUIREMENT

Beginning August 1, 1991, all undergraduate students (freshman and transfer students) must already have earned the equivalent of two credits of sequential foreign language at the secondary level or eight semester hours at the postsecondary level before admission to a Florida public university as a junior.

A student who received an associate in arts degree prior to September 1, 1989 or who enrolled in a program of studies leading to an associate in arts degree from a Florida community college prior to August 1, 1989 and maintains continuous enrollment shall be exempt from this admissions requirement.

Students shall be considered to have satisfied the SUS foreign language admission requirement if they demonstrate proficiency

in American sign language equivalent to two high-school credits or if they earn two high-school credits in American sign language. For the purpose of this one section of law 240.233, American sign language shall be considered a foreign language.

ALTERNATE OR SECOND DEGREES

Palm Beach Community College offers the associate in science (AS) and the associate in arts (AA) degrees. Students may earn both degrees, but are required to complete all requirements for both degrees. A separate graduation fee is required for each degree. Only one AA degree may be awarded, since this is the certification that the first two-year requirements for the bachelor's degree have been met. Some universities will accept the AS degree in some programs, if the General Education requirements have been met. Students who wish to have "General Education requirements met" certified on their transcript must notify the Registrar's office in writing.

HELP IN MAKING YOUR CHOICE

The entire faculty at Palm Beach Community College is utilized in an effort to match each student with the program best suited to meet the student's educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

Students Who Know Their Major Area of Interest

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty or division chairpersons with special knowledge in your area. If you will locate the exact program you wish to follow in the Programs section of the catalog, and familiarize yourself with the course descriptions in the Course Descriptions section, you will be better prepared to talk with your adviser.

Major Field Undecided

While it is important for you to choose your major field as early as possible, it is recognized by the College that many students cannot yet make this decision, and others may discover that they have made a wrong choice.

A staff of guidance counselors is available in the student services department to assist the undecided student in choosing a satisfactory program. Information on career opportunities and four-year colleges and

universities is available at the counseling center.

GOAL AND MAJOR CODES BY DEPARTMENT

- AA Associate in arts programs are university parallel.
- AS Associate in science programs are two-to-three-year, postsecondary vocational.
- CT Certificate program lengths vary from one semester to two years. Programs are non-degree postsecondary adult vocational and postsecondary vocational.

Goal Codes

- 0. AA Degree - General Freshman (15 hrs. or less completed).
- 1. AA Degree - Plans to transfer to university. (16 hrs. or more completed).
- 2. AA Degree - Does not plan to transfer to university. (16 hrs. or more completed).
- 3. AS Degree - (16 hrs. or more completed).
- 4. Technical Certificate - no degree.
- 5. AS Degree - General Freshman (15 hrs. or less completed).
- 6. Lifelong Learning (Non-credit).

Non-Degree Seeking Majors

- 7. One or more courses for job opportunities advancement (Employment related) 16-407.
- 8. Personal improvement or general interest (Non-employment related) 16-408.
- 9. Transient students (Not seeking degree at PBCC) 16-409.

MAJOR CODES

27 Allied Health

| | |
|--------|--------------------------------------|
| 512 AS | Dietetic Technician |
| 074 AA | Dietetics/Food and Nutrition |
| 449 AS | Emergency Medical Service Management |
| 036 AA | Medical Technology |
| 237 AA | Occupational Therapy |
| 240 AS | Occupational Therapy Assistant |
| 450 CT | Paramedic |
| 228 AA | Physical Therapy |
| 241 AS | Pre-Occupational Therapy Assistant |
| 147 AS | Pre-Respiratory Care |
| 303 AS | Radiography |
| 148 AS | Respiratory Care Technology |

| | |
|--------------------|--|
| 156 CT | Respiratory Therapy Technology |
| 310 AS | Sonography |
| 311 CT | Sonography |
| 01 Art | |
| 002 AA | Advertising Design |
| 003 AA | Architecture |
| 001 AA | Art Education |
| 008 AA | Art History |
| 006 AA | Fine Arts |
| 010 AS | Graphic Arts Technology Printing |
| 011 AS | Graphic Design |
| 005 AA | Interior Design |
| 012 AS | Interior Design Assistant |
| 004 AA | Photography |
| 02 Biology | |
| 026 AA | Biology, General |
| 029 AA | Science Education |
| 093 CT | Waste Water Technology "A" |
| 091 CT | Waste Water Technology "B" |
| 092 CT | Waste Water Technology "C" |
| 094 CT | Water Technology "A" |
| 090 CT | Water Technology "B" |
| 089 CT | Water Technology "C" |
| 199 AS | Water/Waste Water Management |
| 034 AA | Zoology |
| 03 Business | |
| 050 AS | Accounting Technology |
| 052 AA | Business Administration |
| 056 AA | Business Education Teacher |
| 057 AS | Business Administration & Management |
| 126 AS | Computer Info. Systems Analysis |
| 127 AA | Computer Science Business |
| 125 AA | Computer Science Systems |
| 075 AS | Financial Services |
| 193 AS | Industrial Management Technology |
| 505 AS | Legal Assistant |
| 500 AA | Marketing/Distributive Education Teacher |
| 055 AS | Marketing Management |
| 084 CT | Medical Secretary |
| 514 AS | Office Systems Technology |
| 511 AS | Postal Service Management |

| | |
|---------------------|----------------------------|
| 04 Chemistry | |
| 076 AA | Chemistry |
| 078 AA | Chemistry Pre-Professional |

| | |
|--------------------------|---------------------|
| 05 Communications | |
| 104 AA | Journalism |
| 105 AA | Liberal Arts |
| 106 AA | Oral Communications |

22 Continuing Studies³

19 Criminal Justice

| | |
|--------|---------------------------------------|
| 600 CT | Basic Correctional Officer Academy |
| 601 CT | Basic Law Enforcement Officer Academy |
| 423 AA | Criminal Justice |
| 605 AS | Criminal Justice Technology |

07 Dental Health Services

| | |
|--------|--------------------|
| 153 CT | Dental Assisting |
| 151 AS | Dental Hygiene |
| 150 AS | Pre-Dental Hygiene |

24 Drama

| | |
|--------|-------|
| 103 AA | Drama |
|--------|-------|

08 Engineering

| | |
|--------|--|
| 170 CT | Electrical Apprenticeship |
| 197 AS | Professional Pilot |
| 188 AS | Auto Service Management Technology |
| 185 AA | Building Construction |
| 198 AS | Building Construction Technology |
| 190 AS | Computer Integrated Manufacturing Technology |
| 178 AS | Drafting and Design Technology |
| 177 AS | Electronics Engineering Technology |
| 176 AA | Engineering |
| 195 AS | Fire Science Technology |
| 184 AA | Technology Education |
| 189 AA | Surveying |
| 179 AS | Land Surveying |
| 191 AS | Ornamental (Environmental) Horticulture Technology |
| 192 AA | Ornamental (Environmental) Horticulture |
| 174 CT | Plumbing Apprenticeship |

25 Fashion Design

| | |
|--------|-----------------------|
| 073 AS | Fashion |
| 507 AA | Fashion Design |
| 517 AA | Fashion Merchandising |

26 Hospitality Management

| | |
|--------|------------------------|
| 049 AS | Culinary Management |
| 060 AS | Hospitality Management |
| 069 CT | Chef Apprenticeship |

23 Health Education

| | |
|--------|------------------|
| 226 AA | Health Education |
|--------|------------------|

28 Human Services/Child Care

| | |
|--------|---------------------------------|
| 347 AS | Child Care Supervision |
| 342 AS | Child Development and Education |
| 348 CT | Child Development Associate |
| 501 AA | Home Economics |
| 350 CT | Home and Family Management |

| | |
|--------|---------------------------|
| 345 AS | Human Services Technology |
|--------|---------------------------|

11 Mathematics

| | |
|--------|-------------|
| 251 AA | Mathematics |
|--------|-------------|

12 Music

| | |
|--------|---|
| 275 AA | Dance |
| 276 AA | Music, Music Education |
| 274 AS | Theater & Entertainment Technology |
| 281 CT | Film, Television and Video Production and Equipment Operation |
| 282 AS | Film, Television and Video Production Technology |

13 Nursing

| | |
|--------|----------------|
| 302 AA | Pre-Nursing |
| 300 AS | Pre-AS Nursing |
| 301 AS | Nursing |

10 Physical Education

| | |
|--------|-----------------------|
| 227 AA | Physical Education |
| 230 AS | Recreation Specialist |

18 Physical Science

| | |
|--------|------------------|
| 405 AA | Physical Science |
| 401 AA | Physics |

14 Social Science

| | |
|--------|--|
| 324 AA | Anthropology |
| 344 AA | Early Childhood Education |
| 329 AA | Education (Elementary, Secondary) |
| 336 AA | Geography |
| 335 AA | Government - Foreign Service |
| 327 AA | History |
| 339 AA | Political Science |
| 332 AA | Pre-Law |
| 334 AA | Pre-Ministry and Philosophy |
| 331 AA | Psychology |
| 326 AA | Social Science-General |
| 333 AA | International Studies |
| 328 AA | Social Science Teacher |
| 333 AA | Social Science - International Studies |
| 330 AA | Social Worker |
| 325 AA | Sociology Major |

16 Student Services

| | |
|--------|-------------------------|
| 407 AA | Employment Related |
| 376 AA | General Degree Transfer |
| 408 AA | Personal Improvement |
| 409 AA | Transient Student |

HOW TO USE THIS SECTION

If you have read the preceding page, you will want to examine one or more of the programs offered by the College in your major area of interest. The following pages contain information about all the associate degree and certificate programs offered by

the College, grouped by areas of interest on the list below. Each group of programs is headed in large, bold face type to make finding a particular program easy.

If a program name is followed by (AA), it is a two-year associate in arts degree program

made up of university-parallel courses. If it is followed by (AS), it is a two-year occupational course, not designed for transfer. Some certificate courses are clearly marked as such while others are mentioned only in footnotes to AS degree programs.

Each degree lists a program of courses. These are required for AS degrees and certificates. They are strongly recommended for AA degree majors.



Associate in Arts Programs

Suggested Programs

Advertising Design (A.A. 01-002)

This program is designed to prepare students for a career in advertising and printing industries as a camera operator, layout artist and advertising designer.

Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. Art students are responsible for compiling a portfolio which contains examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| ART 1201C | Design Fundamentals | 3 |
| ART 1300C | Drawing Fundamentals | 3 |
| ETD 1110C | Introduction to Technical Drawing | 2 |
| ART 1202C | Color Design | 3 |
| ART 1230C | Advertising Design I | 3 |
| ART 1301C | Intermediate Drawing | 3 |
| PGY 1101C | Introduction to Photography | 3 |
| ARH 2050 | History of Art (Early) | 3 |
| ART 1203C | Three-Dimensional Design | 3 |
| ART 2231C | Advertising Design II | 3 |
| ARH 2051 | History of Art (Modern) | 3 |
| | Elective | 1 |

Anthropology (A.A. 14-324)

This program is designed to give the student the first two years of undergraduate preparation leading to a baccalaureate degree in the social sciences or liberal arts, with many career options in both the private and public sector. The trained person will have knowledge, understanding, skills and attitudes essential for intercultural and international relations (and affairs) in both business and government.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits
For Science, six of the Biology and Anatomy (BSC) courses listed below may apply to General Education Area IV.

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| BSC 1010 | Principles of Biology | 3 |
| BSC 1010L | Principles of Biology Laboratory | 1 |
| BSC 1085 | Anatomy and Physiology I | 3 |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 |
| PSY 2012 | General Psychology | 3 |
| GEO 1010 | Principles of Geography and Conservation | 3 |
| CPO 2002 | Comparative Governments | 3 |
| REL 2300 | Introduction to Major Religions of the World | 3 |
| WOH 1022 | Modern World History | 3 |

| | | |
|----------|--|---|
| WOH 1012 | Ancient and Medieval History | 3 |
| ANT 2000 | Introduction to Anthropology | 3 |
| SYG 2000 | Introduction to Sociology | 3 |

Architecture (A.A. 01-003)

This curriculum is designed to prepare students for further study at a university. The architecture majors at Palm Beach Community College must complete the AA degree requirements with a 2.5 GPA and a portfolio of architectural work.

This program is currently being articulated with Florida Atlantic University. The course numbers and names listed may be changed as the program is further developed.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits
For universities other than Florida Atlantic University, MAC 1114 Trigonometry and MAC 2311 Calculus with Analytic Geometry I may be required as the minimum level to complete for Area III.

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| ARC 1301C | Architectural Design I | 3 |
| ARC 2461 | Materials and Methods of Construction | 3 |
| MAC 1102 | Algebra for College Students | 3 |
| ARC 1211 | History of Architecture | 3 |
| ARC 1302C | Architectural Design II | 3 |
| ARC 2201 | Theory of Architecture | 3 |
| MAC 2223 | Survey of Calculus | 3 |
| ARH 1000 | Art Appreciation | 3 |
| ARC 2303C | Architectural Design III | 3 |
| ARC 2580 | Structures | 3 |
| ARC 2304C | Architectural Design IV | 3 |
| PHY 1001 | Applied Physics | 3 |

Art Education (A.A. 01-001)

This program is designed for the student who plans to major in Art Education at a university and become certified to teach art at the elementary through high school level.

Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. Art students are responsible for compiling a portfolio which contains examples of their best work in each art course. Determination of best work should be made in conjunction with the instructor. Consultation with an adviser is essential to ensure proper sequence of courses.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|-----------|-------------------------------|-----------------------|
| ART 1201C | Design Fundamentals | 3 |

| | | |
|-----------|-------------------------------------|---|
| ART 1300C | Drawing Fundamentals | 3 |
| ART 1280C | Lettering | 2 |
| ART 1301C | Intermediate Drawing | 3 |
| ARH 2050 | History of Art (Early) | 3 |
| ART 2330C | Life Drawing | 3 |
| | Studio Art | 6 |
| ARH 2051 | History of Art (Modern) | 3 |
| EDF 1005 | Introduction to Education | 3 |

Art History (A.A. 01-008)

This program is designed for the student who wishes to transfer to a university as an Art History major with a view toward teaching and performing scholarly research.

Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. Art students are responsible for compiling a portfolio which contains examples of their best work in each art course. Determination of best work should be made in conjunction with the instructor.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| ART 1201C | Design Fundamentals | 3 |
| FRE 1120 | Elementary French I | 4 |
| ART 1300C | Drawing Fundamentals | 3 |
| FRE 1121 | Elementary French II | 4 |
| ARH 2050 | History of Art (Early) | 3 |
| REL 1210 | The Old Testament | 3 |
| ARH 2051 | History of Art (Modern) | 3 |
| ARH 2510C | Introduction to Painting | 3 |
| PGY 1101C | Introduction to Photography | 3 |
| REL 1240 | The New Testament | 3 |
| WOH 1012 | Ancient and Medieval History | 3 |

Biology, General (A.A. 02-026)

This curriculum is designed to prepare biology majors for transfer to a university of their choice. The same basic courses apply no matter which branch of biology is the student's goal.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consult with an academic adviser in regard to specific course requirements and sequence of courses.

GENERAL EDUCATION Requirements See Page 28 (Minimum) 36 credits

For mathematics, MAC 1102 Algebra for College Students and MAC 1114 Trigonometry are the minimum level to complete for Area III. In Science, six of the credits from the following list may be applied to General Education Area IV.

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| BSC 1010 | Principles of Biology | 3 |
| BSC 1010L | Principles of Biology Laboratory | 1 |
| BOT 1010 | General Botany I | 3 |

| | | |
|-----------|---|---|
| BOT 1010L | General Botany I Laboratory | 1 |
| | or | |
| ZOO 1010 | General Zoology Lecture (3) | |
| ZOO 1010L | General Zoology Laboratory (1) | |
| CHM 1041 | General Chemistry II | 3 |
| CHM 1041L | General Chemistry II Laboratory | 1 |
| CHM 2046 | General Chemistry III | 3 |
| CHM 2046L | General Chemistry III Laboratory | 1 |
| ZOO 2713 | Comparative Vertebrate Anatomy | 3 |
| ZOO 2713L | Comparative Vertebrate Anatomy Laboratory | 1 |
| PCB 2063 | Genetics | 3 |
| PCB 2063L | Experiments in Genetics | 1 |
| CHM 2210 | Organic Chemistry I | 3 |
| CHM 2210L | Organic Chemistry I Laboratory | 1 |
| CHM 2211 | Organic Chemistry II | 3 |
| CHM 2211L | Organic Chemistry II Laboratory | 1 |
| | or | |
| PHY 2053 | General Physics I (4) | |
| PHY 2048L | General Physics I Laboratory (1) | |
| PHY 2054 | General Physics II (4) | |
| PHY 2049L | General Physics II Laboratory (1) | |

Building Construction (A.A. 08-185)

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements See Page 28 (Minimum) 36 credits

In the following program of study, mathematics courses through MAC 2311 Calculus w/Analytic Geometry I are listed. Six of these credits apply to Area III of General Education. Six of the science credits that follow may apply to Area IV of General Education.

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| CGS 1361 | Introduction to Computers | 3 |
| MAC 1102 | Algebra for College Students | 3 |
| EGS 1111C | Engineering Graphics | 3 |
| MAC 1114 | Trigonometry | 3 |
| ACG 2022 | Financial Accounting | 4 |
| BCN 1210 | Building Construction Materials | 3 |
| BCN 2253C | Architectural Drafting | 3 |
| PHY 2053 | General Physics I | 4 |
| PHY 2048L | General Physics I Laboratory | 1 |
| EGS 2310 | Statics | 3 |
| MAC 2311 | Calculus w/Analytic Geometry I | 4 |
| PHY 2054 | General Physics II | 4 |
| PHY 2049L | General Physics II Laboratory | 1 |

Business Administration (A.A. 03-052)

TP‡

Accounting, Business Administration, Economics, Management, Real Estate, Insurance, International Trade, Retailing, Advertising and Marketing

This curriculum is to be followed by the student who plans to work for the baccalaureate degrees listed above.

GENERAL EDUCATION Requirements**See Page 28 (Minimum) 36 credits**

For Mathematics, MAC 1102 Algebra for College Students and STA 2014 Statistics completed apply to General Education Area III. POS 1001 Introduction to Political Science applies to General Education Area V.

| Course | Title | Semester Hours | Credit |
|--|---|----------------|--------|
| GEB 1011 | Introduction to Business | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| ECO 2013 | Principles of Macroeconomics | 3 | |
| POS 1001 | Introduction to Political Science | 3 | |
| STA 2014 | Statistics | 3 | |
| ACG 2022 | Financial Accounting | 4 | |
| ECO 2023 | Principles of Microeconomics | 3 | |
| ACG 2071 | Managerial Accounting | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |
| ** Approved Electives | | 5 | |

**** Electives should be selected only after you have examined the catalog of the upper-division college you plan to attend. Electives must be approved by your academic adviser.**

Business Education Teacher (A.A. 03-056)

This program is designed for those students going on to a college of education to earn the baccalaureate degree in Business Education. Prospective majors should speak with a counselor before selecting this program.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements**See Page 28 (Minimum) 36 credits**

| Course | Title | Semester Hours | Credit |
|-----------|-------------------------------------|----------------|--------|
| OST 1100C | Beginning Keyboarding | 3 | |
| OST 1211 | Shorthand I | 3 | |
| OST 1110C | Intermediate Keyboarding | 3 | |
| OST 1272 | Shorthand II | 3 | |
| ACG 2022 | Financial Accounting | 4 | |
| OST 2335 | Business Communications | 4 | |
| ACG 2071 | Managerial Accounting | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |

Chemistry (A.A. 04-076)

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements**See Page 28 (Minimum) 36 credits**

In the program of study listed below, Mathematics courses through MAC 2312 Calculus with Analytic Geometry II are listed. Six of these credits apply to Area III of General Education. Six of the Science credits listed apply to Area IV of General Education.

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| CHM 1041 | General Chemistry II | 3 | |
| CHM 1041L | General Chemistry II Laboratory | 1 | |

| | | | |
|-----------|--|---|--|
| MAC 1140 | Precalculus | 3 | |
| CHM 2046 | General Chemistry III | 3 | |
| CHM 2046L | General Chemistry III Laboratory | 1 | |
| MAC 1114 | Trigonometry | 3 | |
| CHM 2210 | Organic Chemistry I | 3 | |
| CHM 2210L | Organic Chemistry I Laboratory | 1 | |
| MAC 2311 | Calculus with Analytic Geometry I | 4 | |
| PHY 2048 | General Physics w/Calculus I | 4 | |
| PHY 2048L | General Physics w/Calculus I Laboratory | 1 | |
| CHM 2211 | Organic Chemistry II | 3 | |
| CHM 2211L | Organic Chemistry II Laboratory | 1 | |
| MAC 2312 | Calculus with Analytic Geometry II | 4 | |
| PHY 2049 | General Physics w/Calculus II | 4 | |
| PHY 2049L | General Physics w/Calculus II Laboratory | 1 | |
| | Elective | 3 | |

Computer Science Business (A.A. 03-127)

This curriculum stresses a solid foundation in business, the social sciences and programming. This program is designed for students going on to pursue a baccalaureate degree in business or computer information systems.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements**See Page 28 (Minimum) 36 credits**

Six (6) hours of math and statistics completed apply to the General Education Area III requirement. *It is imperative that a student check with an adviser to determine what other math course(s) may be required by a specific upper-division institution.

| Course | Title | Semester Hours | Credit |
|----------|--|----------------|--------|
| CGS 1361 | Introduction to Computers | 3 | |
| MAC 1102 | * Algebra for College Students | 3 | |
| STA 2014 | Statistics | 3 | |
| | ** Programming | 9 | |
| ECO 2013 | Principles of Macroeconomics | 3 | |
| ACG 2022 | Financial Accounting | 4 | |
| ECO 2023 | Principles of Microeconomics | 3 | |
| ACG 2071 | Managerial Accounting | 3 | |

**** Choice of three of the following courses: COP 1160C; COP 1220; COP 1400C; COP 1403C; COP 2120C; COP 2121C; COP 2200; COP 2210; COP 2334.**

Computer Science Systems (A.A. 03-125)

This curriculum stresses a solid foundation in the physical sciences, mathematics and programming. This program prepares students for systems programming and systems engineering level positions and is designed for students going on to a college of computer science or engineering to earn a baccalaureate degree.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28

(Minimum) 36 credits

For Mathematics, MAC 1140 Precalculus and MAC 1114 Trigonometry are the minimum level to complete for Area III. In Science, six of the credits in the following list may be applied to General Education Area IV.

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|--------|
| MAC 1140 | Precalculus | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |
| MAC 1114 | Trigonometry | 3 | |
| MAC 2311 | Calculus with Analytic Geometry I | 4 | |
| | * Programming | 9 | |
| PHY 2053 | ** General Physics I | 4 | |
| PHY 2048L | General Physics I Laboratory | 1 | |
| MAC 2312 | Calculus with Analytic Geometry II | 4 | |
| PHY 2054 | ** General Physics II | 4 | |
| PHY 2049L | General Physics II Laboratory | 1 | |

* Choice of three of the following courses: COP 1160C; COP 1220; COP 1400C; COP 1403C; COP 2120C; COP 2121C; COP 2200; COP 2210; COP 2334.

** Many universities require General Physics with Calculus. Check with an adviser.

Criminal Justice (A.A. 19-423)

TP†

This program provides a modern approach to the field of criminal justice, with specialized study in law enforcement and/or corrections, including relations with the police, courts, and correctional agencies in the total administration of criminal justice. This program is designed to provide personnel with the knowledge and understanding necessary to operate effectively in the complex field of social control.

This curriculum includes university-parallel courses to meet the needs of students who are interested in university preparation for professional positions in Criminal Justice. Students should consult with Criminal Justice faculty after first semester at PBCC to ensure proper sequencing of courses enabling graduation within a proper time frame.

GENERAL EDUCATION Requirements

See Page 28

(Minimum) 36 credits

Six (6) hours of math and statistics completed apply to the General Education Area III requirement. For Science, PHY 1001 Applied Physics and PSC 1101 Earth Science apply to the General Education Area IV.

| Course | Title | Semester Hours | Credit |
|----------------------|--|----------------|--------|
| Core Courses: | | | |
| CCJ 1020 | Administration of Criminal Justice | 3 | |
| CCJ 1400 | Police Administration I | 3 | |
| CCJ 2210 | Criminal Law | 3 | |
| CCJ 2330 | Principles of Probation and Parole | 3 | |
| CCJ 2500 | Juvenile Delinquency | 3 | |
| | Electives | 9 | |

Electives:

| | | | |
|----------|--|---|--|
| CCJ 1401 | Police Administration II | 3 | |
| | or | | |
| CCJ 2310 | Organization & Administration of Correctional Facilities (3) | | |

| | | | |
|----------|--|---|--|
| CLP 2002 | Personality Development & Adjustment | 3 | |
| CCJ 2231 | Laws of Arrest, Search & Seizure | 3 | |
| PHY 1001 | Applied Physics | 3 | |
| STA 2014 | Statistics | 3 | |
| CCJ 1191 | Introduction to Human Behavior and the Criminal Justice Practitioner | 3 | |
| CCJ 1250 | Introduction to Constitutional Law | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| PSY 2012 | General Psychology | 3 | |
| POS 1001 | Introduction to Political Science | 3 | |

Dance (A.A. 12-275)

This program prepares the student for transfer to upper-division universities for advanced study in dance. Eighteen credits in dance through either School of Ballet Florida at the Howard/Hale Dance Center or Klein Dance are required. Students must contact the School of Ballet Florida or Klein Dance for placement auditions.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28

(Minimum) 36 credits

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|--------|
| ENC 1101 | Freshman Communications I | 3 | |
| HSC 2100 | Health Concepts and Strategies | 3 | |
| | Social Science | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| DAA 1050C | Fundamentals of Rhythmics | 2 | |
| DAA 1200 | Basic Ballet I | 2 | |
| ENC 1102 | Freshman Communications II | 3 | |
| MGF 1104 | Mathematics for College Students | 3 | |
| | Humanities | 6 | |
| DAA 1501 | Basic Jazz | 2 | |
| DAA 2160 | Contemporary Dance I | 1 | |
| DAA 2161 | Contemporary Dance II | 1 | |
| | Science | 3 | |
| DAA 1201 | Basic Ballet II | 2 | |
| DAA 1502 | Intermediate Jazz I | 2 | |
| MUT 1001 | Fundamentals of Music | 3 | |
| | Social Science | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| DAA 1202 | Intermediate Ballet I | 3 | |
| DAA 1220 | Intermediate Pointe I | 1 | |
| | or | | |
| DAA 2230 | Men's Advanced Technique I (1) | | |
| | Science | 3 | |
| | Dance Electives | 5 | |

Dance Elective Courses:

| | | | |
|----------|----------------------------------|---|--|
| DAA 2204 | Advanced Ballet I | 3 | |
| DAA 2205 | Advanced Ballet II | 3 | |
| DAA 2222 | Advanced Pointe I | 1 | |
| DAA 2223 | Advanced Pointe II | 1 | |
| DAA 1500 | Modern Jazz Dance I | 1 | |
| DAA 2501 | Modern Jazz Dance II | 1 | |
| DAA 1203 | Intermediate Ballet II | 3 | |

| | | |
|----------|---------------------------------------|---|
| DAA 1221 | Intermediate Pointe II | I |
| | or | |
| DAA 2231 | Men's Advanced Technique II (1) | |
| THE 1000 | Introduction to the Theater | 3 |
| DAA 1600 | Basic Tap I | 2 |
| DAA 1601 | Basic Tap II | 2 |
| DAA 1100 | Modern Dance I | 1 |
| DAA 1101 | Modern Dance II | 1 |
| DAA 1700 | Musical Choreography | 1 |

Drama (A.A. 24-103)

This program is designed to fulfill the needs of the student who wishes to major in Theater Arts. Participation in performance is required.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|----------|---|-----------------------|
| DAA 2160 | Contemporary Dance I | 1 |
| THE 1000 | Introduction to the Theater | 3 |
| TPA 1210 | Fundamentals of Stagecraft | 3 |
| TPP 2100 | Acting I | 3 |
| DAA 2161 | Contemporary Dance II | 1 |
| THE 1020 | Techniques of Dramatic Art | 3 |
| TPA 1211 | Advanced Stagecraft | 3 |
| ORI 2000 | Oral Interpretation of Literature | 3 |
| TPP 2510 | Movement for the Theater | 3 |
| THE 2051 | Theater for a Children's Audience | 3 |
| | Voice Class | 1 |

Internship Electives

| | | |
|-----------|--|---|
| TPA 2060L | Scenic Internship | 1 |
| TPA 2220L | Lighting Internship | 1 |
| TPA 2040L | Costume Internship | 1 |
| TPA 2400L | Theatre Management Internship | 1 |
| TPP 2190L | Rehearsal and Performance Internship | 1 |

Suggested Electives

| | | |
|----------|---|---|
| SPC 1601 | Public Speaking | 3 |
| TPP 2110 | Acting II | 3 |
| THE 2930 | Special Topics Costuming | 3 |
| RTV 2000 | Fundamentals of TV Production | 3 |
| TPP 1600 | Playwriting | 3 |

Early Childhood Education (A.A. 14-344)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in early childhood education, a cooperative program for training directors and teachers of public, private and church-related nursery schools, kindergartens, Montessori preschools and traditional day-care centers have been developed by Palm Beach Community College. The program is also planned to provide further instruction for in-service teachers working toward a degree in Early Childhood Education.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28

(Minimum) 36 credits

For Science, BSC 1010 Principles of Biology and PSC 1101 Earth Science are recommended or students should consult with an Advisor for specific Science requirements to apply to the General Education Area IV.

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| CGS 1361 | Introduction to Computers | 3 |
| DAA 1050C | Fundamentals of Rhythmics | 2 |
| EDF 1005 | * Foundations of Education | 3 |
| EEC 1001 | * Introduction to Early Childhood Education | 3 |
| PSY 2012 | General Psychology | 3 |
| DEP 2102 | * Child Growth & Development | 3 |
| SYG 2430 | Marriage and Family | 3 |
| | Electives | 6 |

Electives

| | | |
|----------|---------------------------------------|---|
| CHD 1320 | Methods and Materials I | 3 |
| CHD 1338 | Methods and Materials II | 3 |
| EEC 2530 | ** Montessori Curriculum I | 3 |
| EEC 2532 | ** Montessori Curriculum II | 3 |

* Core requirements

** Prerequisite: EEC 1006 Montessori Philosophy

NOTE: Students desiring to teach in preschool programs will need to complete the 20-hour Child Care Workers Certification course.

Education-Elementary and Secondary (A.A. 14-329)

This program is designed to prepare lower-division students in their pursuit of degrees enabling them to teach in elementary and secondary schools.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28

(Minimum) 36 credits

For Science, BSC 1010 Principles of Biology and Lab may apply toward the four credits requirement for General Area IV.

Major subjects listed in preferred sequential order of study.

Core:

| Course | Title | Semester Hours Credit |
|----------|--|-----------------------|
| PSY 2012 | General Psychology | 3 |
| EDF 1005 | Foundations of Education | 3 |
| EDP 2002 | * Educational Psychology | 3 |
| DEP 2102 | * Child Growth & Development | 3 |
| GEO 1010 | Geography | 3 |
| | Electives | 9 |

* Prerequisite: PSY 2012

NOTE: Subject specific depending on desired teaching area. Discuss with majors counselor.

Engineering (A.A. 08-176)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics, along with humanities and the social studies. This provides the engineer not only with necessary prerequisites for further technical studies, but also with a

knowledge of the world and its problems, a knowledge necessary to aid the engineer in an engineering career.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

In the program of study listed below, mathematics courses through MAC 2312 Calculus w/Analytic Geometry II are listed. Six of these credits apply to Area III of General Education. Six of the credits listed below will apply to Area IV of General Education.

| Course | Title | Semester Hours Credit |
|--|--|-----------------------|
| MAC 1114 | Trigonometry | 3 |
| CHM 1041 | General Chemistry II | 3 |
| CHM 1041L | General Chemistry II Laboratory | 1 |
| CHM 2046 | General Chemistry III | 3 |
| CHM 2046L | General Chemistry III Laboratory | 1 |
| EGS 1111C | Engineering Graphics | 3 |
| MAC 2311 | Calculus w/Analytic Geometry I | 4 |
| MAC 2312 | Calculus w/Analytic Geometry II | 4 |
| PHY 2048 | General Physics w/Calculus I | 4 |
| PHY 2048L | General Physics w/Calculus I Laboratory | 1 |
| MAC 2313 | Calculus w/Analytic Geometry III | 4 |
| PHY 2049 | General Physics w/Calculus II | 4 |
| PHY 2049L | General Physics w/Calculus II Laboratory | 1 |
| ** Electives (Choose 2 of 3 from list below) | | 6 |

**Suggested Electives

| | | |
|----------|----------------------------------|---|
| EGS 2310 | Statics | 3 |
| MAP 2302 | Differential Equations | 3 |
| COP 2200 | Fortran Programming | 3 |

NOTE: Students should check with their advisers for specific courses that may be required by some upper-division schools. The University of Florida requires that a course in general biology be completed during the first two years of the college program.

Fashion Design (A.A. 25-507)

This curriculum provides university-parallel courses to meet the needs of students who are interested in university preparation for professional positions in fashion design or costume design for theater.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| ART 1201C | Design Fundamentals | 3 |
| CTE 2200 | Visual Design In Fashion | 3 |
| CTE 1310C | Elements of Clothing Construction | 3 |
| CTE 2363C | Commercial Garment Production | 3 |
| CTE 1401 | Textiles | 3 |
| CTE 2511 | History of Costume & Fashion I | 3 |
| CTE 1743 | Pattern Making I | 3 |
| CTE 2512 | History of Costume & Fashion II | 3 |
| CTE 1744 | Pattern Making II | 3 |
| or | | |
| CTE 2751C | Draping (3) | |

Additional Electives for Extra Credits:

| | | |
|-----------|--------------------------------|---|
| ART 1300C | Drawing Fundamentals | 3 |
| ECO 2013 | Macroeconomics | 3 |
| ECO 2023 | Microeconomics | 3 |
| CTE 1731 | Trade Sketching | 3 |

Fashion Merchandising (A.A. 25-517)

This curriculum provides university-parallel courses to meet the needs of students who are interested in university preparation for professional positions in fashion merchandising, buying or fashion coordination.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|---|---|-----------------------|
| CTE 2200 | Visual Design in Fashion | 3 |
| CTE 1310C | Elements of Clothing Construction | 3 |
| CTE 1401 | Textiles | 3 |
| ECO 2023 | Principles of Microeconomics | 3 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| ACG 2022 | Financial Accounting | 4 |
| CGS 1060 | PC Starter (or Equivalent) | 1 |
| Elective | | 1 |
| Elective (Choose one (1) from list below) | | 3 |

Electives:

ACG 2022 (Financial Accounting) or CTE 1743 (Pattern Making I), CTE 1744 (Pattern Making II), CTE 2751C (Draping), CTE 2363C (Commercial Garment Construction), CTE 2340C (Advanced Clothing Construction), CTE 1831 (Trade Sketching).

Fine Arts (A.A. 01-006)

This program is designed to prepare students for advanced work as painters, sculptors or printmakers at a university or art institute.

Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in conjunction with the instructor.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|----------------------|-----------------------------------|-----------------------|
| ART 1201C | Design Fundamentals | 3 |
| ART 1300C | Drawing Fundamentals | 3 |
| ARH 2051 | History of Art (Modern) | 3 |
| ART 1301C | Intermediate Drawing | 3 |
| ARH 2050 | History of Art (Early) | 3 |
| ART 2330C | Life Drawing | 3 |
| Studio Art | | 9 |

Geography (A.A. 14-336)

Geography is a growing field of study pertinent to careers in land use and urban planning; international business; meteorology; climatology; economics; environmental studies; law; diplomacy; natural resource planning; parks and recreation management; and many other careers where a knowledge of the relationship between people and their environment is essential.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

For Mathematics, STA 2014 Statistics is required and applies three (3) credits to General Education III.

| Course | Title | Semester Hours | Credit |
|----------|--|----------------|--------|
| GEO 1010 | Principles of Geography & Conservation . . . | 3 | |
| | Electives | 21 | |

Suggested Electives:

| | | | |
|----------|--|---|--|
| ASN 2000 | Soviet Studies | 3 | |
| ECO 2013 | Principles of Macroeconomics | 3 | |
| ECO 2023 | Principles of Microeconomics | 3 | |
| STA 2014 | Statistics | 3 | |
| SYG 1230 | American Minorities Today | 3 | |
| WOH 1012 | Ancient & Medieval History | 3 | |
| WOH 1022 | Modern World History | 3 | |
| PSY 2012 | General Psychology | 3 | |
| CPO 2002 | Comparative Government | 3 | |

Government-Foreign Service (A.A. 14-335)

This curriculum is designed to prepare students for the emerging global society in which we now live. A special emphasis is placed on preparing students for careers in international and public affairs.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

From the following list below, six credits from Humanities may apply to General Education Area II. For Social Science, six (6) credits from the following list may apply to Education Area V.

Select 24 hours of following subjects:

| Course | Title | Semester Hours | Credit |
|----------|--|----------------|--------|
| CPO 2002 | Comparative Governments | 3 | |
| INR 2002 | International Relations | 3 | |
| AMH 2020 | United States History from 1865 to the Present | 3 | |
| ANT 2000 | Introduction to Anthropology | 3 | |
| ECO 2013 | Principles of Macroeconomics | 3 | |
| GEO 1010 | Principles of Geography & Conservation | 3 | |
| LIT 2110 | World Literature to 1600 | 3 | |
| POS 2041 | American National Government | 3 | |
| SYG 1230 | American Minorities Today | 3 | |
| WOH 1012 | Ancient & Medieval History | 3 | |
| WOH 1022 | Modern World History | 3 | |
| SYG 2000 | Introduction to Sociology | 3 | |
| AMH 2010 | United States History to 1865 | 3 | |
| | Languages, Foreign | 8 | |

History (A.A. 14-327)

This curriculum is designed to provide a comprehensive background in history. It prepares students for a history major at a university or four-year college in a bachelor of arts program. The same curriculum will serve as a guide for a student planning to teach history in a secondary school.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

For Mathematics, STA 2014 Statistics is required and applies three (3) credits to General Education Area III. For Social Science, SYG 2000 Introduction to Sociology applies three (3) credits to General Education Area V.

| Course | Title | Semester Hours | Credit |
|--------|-------|----------------|--------|
|--------|-------|----------------|--------|

Core Courses

| | | | |
|----------|--------------------------------------|----|--|
| AMH 2010 | U.S. History to 1865 | 3 | |
| AMH 2020 | U.S. History from 1865 | 3 | |
| WOH 1012 | Ancient & Medieval History | 3 | |
| WOH 1022 | Modern World History | 3 | |
| | Electives | 15 | |

Electives:**Select twelve (12) from the list below**

| | | | |
|----------|--|---|--|
| AMH 2091 | African-American History | 3 | |
| ASN 2000 | Soviet Studies | 3 | |
| CPO 2002 | Comparative Governments | 3 | |
| ECO 2013 | Principles of Macroeconomics | 3 | |
| GEO 1010 | Principles of Geography & Conservation | 3 | |
| POS 2041 | American National Government | 3 | |
| REL 2300 | Introduction to the Major Religions of the World | 3 | |
| SYG 1230 | American Minorities Today | 3 | |
| | Foreign Languages | 8 | |

Home Economics (A.A. 28-501)

This curriculum provides university-parallel courses to meet the needs of students who are interested in university preparation for professional positions in child development, dietetics, home and family life, teaching, foods and nutrition, clothing textiles and in other related areas.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours | Credit |
|--------|-------|----------------|--------|
|--------|-------|----------------|--------|

| | | | |
|-----------|---|---|--|
| CTE 1310C | Elements of Clothing Construction | 3 | |
| FSS 1210C | Basic Food Preparation | 3 | |
| HUN 1201 | Elements of Nutrition | 3 | |
| CTE 2200 | Visual Design in Fashion | 3 | |
| CTE 2340C | Advanced Clothing Construction | 3 | |
| CTE 1401 | Textiles | 3 | |
| ECO 2013 | Principles of Macroeconomics | 3 | |
| PSY 2012 | General Psychology | 3 | |

Interior Design (A.A. 01-005)

This program is designed to prepare the student for advanced work in Interior Design at a university.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in conjunction with the instructor. Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| ART 1201C | Design Fundamentals | 3 |
| ART 1300C | Drawing Fundamentals | 3 |
| TAR 1120C | Architectural Drawing | 3 |
| ART 1203C | Three Dimensional Design | 3 |
| ARH 2050 | History of Art (Early) | 3 |
| ART 1110C | Introduction to Ceramics | 3 |
| ART 1305C | Freehand Perspective Drawing | 3 |
| ARH 2051 | History of Art (Modern) | 3 |
| ART 1202C | Color Design | 3 |
| IND 1012C | Introduction to Interior Design | 3 |
| PGY 1101C | Introduction to Photography | 3 |

Journalism (A.A. 05-104)

This curriculum prepares students for careers in Journalism ranging from newspaper and magazine writing to photojournalism and television news reporting. Journalism majors can also pursue challenging careers in advertising, broadcasting and public relations.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| PUR 2100 | Writing for Public Relations | 3 |
| JOU 1100 | Basic Writing for Mass Communication | 3 |
| MMC 1000 | Survey of Communications | 3 |
| JOU 2103 | Reporting and Writing Techniques | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1601 | Public Speaking | 3 |
| RTV 2300 | Introduction to Broadcast Journalism | 3 |
| MMC 1949C | Mass Media Internship I | 3 |
| SLS 1501 | Strategies for College Success | 3 |

Liberal Arts (A.A. 05-105)

The liberal arts major is traditionally interested in the breadth of academic coursework rather than concentration in a traditional major. The college of liberal arts at most universities offers baccalaureate degrees in many areas such as English, English Education and Creative Writing.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Students should consult a PBCC adviser to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits
Six (6) additional credits should be selected from Humanities General Education Area II for Literature elective credits.

| Course | Title | Semester Hours Credit |
|----------|--|-----------------------|
| | * Foreign Languages | 14 |
| PHI 1100 | Introduction to Logic | 3 |
| SLS 1501 | Strategies for College Success | 3 |
| | Literature | 6 |

* All 14 credits must be in one language; Spanish/French/Italian.

Marketing/Distributive Education Teacher (A.A. 03-500)

This degree is offered for the student who is interested in pursuing a career as a teacher and is designed for the student transferring to a college of education.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|----------|--------------------------------------|-----------------------|
| GEB 1011 | Introduction to Business | 3 |
| MKA 1041 | Principles of Retailing I | 3 |
| MKA 2042 | Principles of Retailing II | 3 |
| CGS 1361 | Introduction to Computers | 3 |
| MKA 1511 | Advertising | 3 |
| MAR 2011 | Principles of Marketing | 3 |
| BUL 2241 | Business Law I | 3 |
| MKA 2021 | Salesmanship | 3 |

Mathematics (A.A. 11-251)

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits
In the following program of study listed, Mathematics courses through MAC 2313 Calculus w/Analytic Geometry III are listed. Six of these credits apply to Area III of General Education. Six of the Science credits listed apply to Area IV of General Education.

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| MAC 2311 | Calculus with Analytic Geometry I | 4 |
| MAC 2312 | Calculus with Analytic Geometry II | 4 |
| COP 2200 | Fortran Programming | 3 |
| MAC 2313 | Calculus with Analytic Geometry III | 4 |
| PHY 2048 | General Physics with Calculus I | 4 |
| PHY 2048L | General Physics with Calculus I Laboratory | 1 |
| | * Foreign Language | 6 |
| MAP 2302 | Differential Equations | 3 |
| PHY 2049 | General Physics with Calculus II | 4 |

| | | |
|-----------|--|---|
| PHY 2049L | General Physics w/Calculus II Laboratory . . . | 1 |
| STA 2014 | Statistics | 3 |

*Two semesters of Spanish, French or Italian.

Music, Music Education (A.A. 12-276)

Four semesters of class piano or the equivalent are suggested for all A.A. degree music candidates. Students who are piano majors will select courses in applied music class instruction other than MVK 1111A, MVK 1111B; and MVK 2121A, MVK 2121B.

Music Composition and Music Education majors should add instrumental techniques courses: MUE 2440, 2450, 2460 and 2470.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| MUS 0010 | Recital Seminar | 0 | |
| MUT 1111 | Music Theory I | 3 | |
| MUT 1241 | Ear Training & Sight Singing I | 1 | |
| MVK 1111A | Class Instruction - Piano I (1) | | |
| MVK 1111B | Class Instruction - Piano II (1) | | |
| MVK 2121A | Class Instruction - Piano III (1) | | |
| MVK 2121B | Class Instruction - Piano IV (1) | | |
| MUT 1112 | Music Theory II | 3 | |
| MUT 1242 | Ear Training and Sight Singing II | 1 | |
| | Applied Music | 8 | |
| | Ensembles | 4 | |
| MUT 2116 | Music Theory III | 3 | |
| MUT 2246 | Ear Training & Sight Singing III | 1 | |
| MUH 2111 | Introduction to Music History I | 3 | |
| MUT 2117 | Music Theory IV | 3 | |
| MUT 2247 | Ear Training & Sight Singing IV | 1 | |
| MUH 2112 | Introduction to Music History II | 3 | |

Oral Communications (A.A. 05-106)

Students need oral communication skills to live productively in a society which is placing enormous emphasis on oral communication skills, as evidenced by our communication-information explosion. In this program, the area of concentration leads to a university bachelor's degree in oral communications.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Students should consult a PBCC adviser to ensure proper sequence of courses.

GENERAL EDUCATION Requirements See Page 28 (Minimum) 36 credits Three additional credits should be selected from Humanities General Education Area III for Literature elective credits.

| Course | Title | Semester Hours | Credit |
|----------|---|----------------|--------|
| SPC 1300 | Interpersonal Communication | 3 | |
| SPC 1601 | Public Speaking | 3 | |
| SPC 1050 | Voice and Diction | 3 | |
| ORI 2000 | Oral Interpretation of Literature | 3 | |
| PUR 2100 | Writing for Public Relations | 3 | |
| TPP 2100 | Acting I | 3 | |
| | Literature | 3 | |

| | |
|---------------------|---|
| Electives | 6 |
|---------------------|---|

Electives

| | | |
|----------|--|---|
| JOU 1100 | Mass Communication | 3 |
| MMC 1000 | Survey of Communication | 3 |
| PHI 1100 | Introduction to Logic | 3 |
| PSY 2012 | General Psychology | 3 |
| RTV 2000 | Fundamentals of TV Production | 3 |
| SLS 1501 | Strategies for College Success | 3 |

Ornamental Horticulture (A.A. 08-192)

The Ornamental Horticulture program is designed for students planning to continue studies for a bachelor of science degree in Environmental Horticulture at the University of Florida, and was developed in the Two-Plus-Two Articulation Agreement negotiated with the university.

Students who have completed the AA program may continue to live and work in Palm Beach County while pursuing studies for the BS degree at the University of Florida's Research and Education Center in Fort Lauderdale.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements See Page 28 (Minimum) 36 credits

For Mathematics, MAC 1114 Trigonometry and MAC 1140 Precalculus (6 credits) are the minimum level to complete for General Education Area III requirements. In Science, BSC 1010 Principles of Biology, CHM 1040 General Chemistry I, CHM 1041 General Chemistry II and Lab, along with CHM 2046 General Chemistry III and Lab (14 credits) are required for University of Florida transfer.

| | | |
|----------|---|---|
| MAC 1114 | Trigonometry | 3 |
| MAC 1140 | Precalculus | 3 |
| BSC 1010 | Principles of Biology | 3 |
| CHM 1040 | General Chemistry I | 3 |
| CHM 1041 | General Chemistry II and Lab | 4 |
| CHM 2046 | General Chemistry III and Lab | 4 |
| ORH 1815 | * Introduction to Horticulture | 3 |
| ORH 2830 | * Introduction to Landscape Design | 3 |
| SOS 1102 | * Soils and Fertilizers | 3 |
| PMA 2213 | * Plant Pest Management | 3 |
| ORH 2510 | ** Ornamental Plant Identification II | 3 |
| ORH 2220 | Turfgrass Culture | 3 |
| PLS 2220 | Plant Propagation | 3 |

*The University of Florida Department of Environmental Horticulture will accept these courses toward the baccalaureate degree. A grade of "C" or higher is required.

**Students enrolled in this course will take the IFAS final exam. A passing grade will waive the upper-division requirement for a plant identification course.

Philosophy (A.A. 14-334)

Philosophy is a good liberal arts major for students who want to maintain maximum flexibility in future choices of career and major. Pre-law; pre-medical; pre-ministry; social sciences, and humanities are areas a student can go into with a philosophy concentration.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits

Core Courses: (Select 4)

| Course | Title | Semester Hours Credit |
|----------|--------------------------------------|-----------------------|
| PHI 1000 | Introduction to Philosophy | 3 |
| PHI 1100 | Introduction to Logic | 3 |
| PHI 1600 | Ethics | 3 |
| PSY 2012 | General Psychology | 3 |
| SYG 2361 | Death and Dying | 3 |
| | Electives | 9 |

Electives: (Select any four from the following areas)

Mathematics, Computer Science, Physical Science, Humanities, Religion or Social Sciences

Photography (A.A. 01-004)

This program is designed to prepare a student for advanced work in photography at a university. Students in all photography courses will be required to furnish film, film developer, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (No automatic cameras without manual override.)

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| ART 1201C | Design Fundamentals | 3 |
| ART 1300C | Drawing Fundamentals | 3 |
| PGY 1101C | Introduction to Photography | 3 |
| PGY 2440C | Experimental Photography | 3 |
| | + Studio Art Electives (see list below) | 4-6 |
| PGY 1110C | Color Printing I | 3 |
| SPC 1600 | Fundamentals of Speech | 3 |
| | + Photography Electives (see list below) | 4-6 |
| ARH 2051 | History of Art (Modern) | 3 |
| | Literature | 3 |

+ Electives

| | | |
|-----------|---|---|
| GRA 2505C | Screen Printing | 3 |
| PGY 1105C | Zone System | 3 |
| PGY 1111C | Color Printing II | 3 |
| PGY 1265C | Photo Materials and Processes I | 2 |
| PGY 1266C | Photo Materials and Processes II | 2 |
| PGY 2109C | Fine Print | 2 |
| PGY 2116C | Dye-Transfer Photography | 3 |
| PGY 2221C | Techniques of Commercial Photography | 3 |
| RTV 2000 | Fundamentals of Television Production | 3 |

Physical Education (A.A. 10-227)

This program is designed to prepare the student for matriculation in one of the nine state universities in Florida, and prepares students for non-teaching professions such as coaching, recreation, exercise physiology, exercise fitness and sport.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits
For Science, BSC 1085 and BSC 1085L Anatomy and Physiology may apply four credits toward requirement of General Education Area IV.

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| BSC 1085 | Anatomy and Physiology I | 3 |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 |
| PEM 1221C | Fundamentals of Stunts, Tumbling, Gymnastics | 3 |
| PET 2000 | Introduction to Physical Education | 3 |
| PEO 1511C | Fundamentals of Soccer | 2 |
| PEO 1031C | Individual Sports | 3 |
| BSC 1086 | Anatomy and Physiology II | 3 |
| BSC 1086L | Anatomy and Physiology II Laboratory | 1 |
| PEO 2351C | Fundamentals of Racquet Sports | 3 |
| MUL 1010 | Music Appreciation | 3 |
| PEO 1321C | Volleyball: Fundamentals & Officiating | 3 |
| DAA 1050C | Fundamentals of Rhythmics | 2 |
| PEO 2621C | Fundamentals of Basketball | 2 |
| PEP 2101 | Essentials of Fitness | 3 |
| PSY 2012 | General Psychology | 3 |

NOTE: Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

Physical Science (A.A. 18-405)

Physics (A.A. 18-401)

Astronomy, Geology, Meteorology

This program is designed for the above-average student. Other students desiring to have a major in physics must plan to take five terms of study.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
See Page 28 (Minimum) 36 credits
In the program of study listed below, Mathematics courses through MAC 2313 Calculus with Analytic Geometry III are listed. Six of these credits apply to Area IV of General Education. Six of the Science credits listed apply to Area IV of General Education.

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| CHM 1041 | General Chemistry II | 3 |
| CHM 1041L | General Chemistry II Laboratory | 1 |
| MAC 2311 | Calculus w/Analytic Geometry I | 4 |
| CHM 2046 | General Chemistry III | 3 |
| CHM 2046L | General Chemistry III Laboratory | 1 |
| MAC 2312 | Calculus w/Analytic Geometry II | 4 |
| MAC 2313 | Calculus w/Analytic Geometry III | 4 |
| PHY 2048 | General Physics w/Calculus I | 4 |
| PHY 2048L | General Physics w/Calculus I Laboratory | 1 |
| MAP 2302 | Differential Equations | 3 |
| PHY 2049 | General Physics w/Calculus II | 4 |

PHY 2049L General Physics w/Calculus II Laboratory . . . 1
 ** Electives 5

** Suggested electives: STA 2014, EGS 1111, ETD 1110, CGS 1361.

NOTE: Students should check with the university they are planning to attend regarding any required biology courses.

Political Science (A.A. 14-339)

The Political Science major affords students the opportunity to expand their knowledge in the areas of political processes, political behavior, international awareness, aspects of power, critical thinking, citizenship, freedom and many other specific and interdisciplinary areas which will enhance their capability to engage in advanced study, social and political responsibility, and successful employment opportunities. This is one of the preferred majors for pre-law students.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
 See Page 28 (Minimum) 36 credits

Core Courses:

| Course | Title | Semester Hours Credit |
|----------|---|-----------------------|
| POS 1001 | Introduction to Political Science | 3 |
| POS 2041 | American National Government | 3 |
| INR 2002 | International Relations | 3 |
| CPO 2002 | Comparative Governments | 3 |
| POS 2112 | American State and Local Government | 3 |
| | Electives | 12 |

Electives: Select from the list below:

| | | |
|----------|--|---|
| AMH 2010 | U.S. History to 1865 | 3 |
| AMH 2020 | U.S. History from 1865 to Present | 3 |
| CGS 1361 | Introduction to Computers | 3 |
| GEO 1010 | Principles of Geography and Conservation | 3 |
| PHI 1000 | Introduction to Philosophy | 3 |
| SYG 1012 | Introduction to Global Studies | 3 |
| PHI 1600 | Ethics | 3 |
| | Foreign Language | 8 |

Pre-Law (A.A. 14-332)

The best preparation for law school is a good undergraduate education. There is no single pre-law curriculum, but it is important to complete a course of study that develops reading, writing, speaking, and analytical thinking skills. Students should select a major based upon their interests and their abilities. Elective courses should be taken to complement the major and to develop special skills. Law school graduates who have developed an identifiable second area of competence as undergraduates often enhance their professional opportunities. Those who are interested in public service will find courses in government and law especially useful.

Since political science has traditionally been the major selected by many undergraduates who hope to attend law school, the Political Science instructors in the Division of Social Science and Public Service provide special counseling and information to all prospective law school students regardless of major.

If a Political Science major is not selected, the following courses are suitable as a Pre-Law major.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
 See Page 28 (Minimum) 36 credits
 For Mathematics, STA 2014, Statistics is required and may apply to General Education Area III.

| Course | Title | Semester Hours Credit |
|----------|---|-----------------------|
| PHI 1000 | Philosophy | 3 |
| POS 2041 | *American National Government | 3 |
| PHI 1100 | Introduction to Logic | 3 |
| AMH 2020 | U.S. History from 1865 to Present | 3 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| AMH 2010 | U.S. History to 1865 | 3 |
| PHI 1600 | Ethics | 3 |
| | Foreign Language | 8 |

Psychology (A.A. 14-331)

This curriculum is designed to provide a broad background in Psychology. The student will be equipped to matriculate at a higher university to pursue a baccalaureate degree program in Psychology.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
 See Page 28 (Minimum) 36 credits
 For Science, biology is strongly recommended for application to General Education Area V.

| Course | Title | Semester Hours Credit |
|--|--|-----------------------|
| Core Courses: (Listed in preferred sequential order of study) | | |
| PSY 2012 | General Psychology | 3 |
| SOP 2740 | Feminist Psychology | 3 |
| CLP 2002 | * Personality Development | 3 |
| DEP 2102 | * Child Growth & Development | 3 |
| | Electives | 12 |

Electives: Select 12 hours from list below:

| | | |
|----------|--|---|
| PHI 1000 | Introduction to Philosophy | 3 |
| SYG 2430 | Marriage and Family | 3 |
| EDP 2002 | *Educational Psychology | 3 |
| HUS 1200 | Principles of Group Dynamics | 3 |
| SYG 2361 | Death & Dying | 3 |
| CGS 1361 | Introduction to Computers | 3 |
| | Foreign Language | 8 |

*PSY 2012 Required Prerequisite

Social Science, General (A.A. 14-326)

A major in General Social Science prepares a person to move into those professional areas which require human understanding, ingenuity and superior thinking and writing skills, thus enabling that person to deal quickly and efficiently with change. A General Social Science degree is highly valued in many universities, corporations and in government and as a basis for legal study, human services and advancement in management positions.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits
For Mathematics, STA 2014 Statistics may apply three credits toward General Education Area III.

| Course | Title | Semester Hours | Credit |
|--------|-------|----------------|--------|
|--------|-------|----------------|--------|

Select 24 Hours from the following:

| | | |
|----------|--|---|
| PSY 1012 | General Psychology | 3 |
| ANT 2000 | Introduction to Anthropology | 3 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| GEO 1010 | Principles of Geography & Conservation | 3 |
| SYG 1230 | American Minorities Today | 3 |
| WOH 1012 | Ancient & Medieval History | 3 |
| WOH 1022 | Modern World History | 3 |
| CGS 1361 | Introduction to Computers | 3 |
| SYG 2361 | Death and Dying | 3 |
| PHI 1000 | Introduction to Philosophy | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| INR 2002 | International Relations | 3 |
| CPO 2002 | Comparative Governments | 3 |

Social Science-International Studies (A.A. 14-333)

This program is designed to introduce the student to all facets of international relations, included but not limited to the analysis of foreign policies and the political processes between nations. It includes the study of world history, international trade, geography and other subjects with a global perspective.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

Electives: Select 24 hours from list below

| Course | Title | Semester Hours | Credit |
|----------|--|----------------|--------|
| WOH 1022 | Modern World History | 3 | |
| CPO 2002 | Comparative Governments | 3 | |
| INR 2002 | International Relations | 3 | |
| GEO 1010 | Principles of Geography and Conservation . . | 3 | |
| ECO 2013 | Principles of Macroeconomics | 3 | |
| WOH 1012 | Ancient & Medieval History | 3 | |
| LIT 2120 | World Literature After 1600 | 3 | |
| ISS 2202 | Canadian Studies | 3 | |
| | Electives | 3 | |

Social Science Teacher (A.A. 14-328)

This suggested curriculum provides university-parallel courses for students interested in teaching social science at the secondary level. This program is designed for a student transferring to a College of Education.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28

(Minimum) 36 credits

| Course | Title | Semester Hours | Credit |
|--------|-------|----------------|--------|
|--------|-------|----------------|--------|

Core subjects in preferred sequential order of study:

| | | |
|----------|--|----|
| PSY 1012 | General Psychology | 3 |
| EDF 1005 | Foundations of Education | 3 |
| DEP 2101 | * Child Growth & Development | 3 |
| GEO 1010 | Principles of Geography and Conservation | 3 |
| | Electives | 12 |

*Prerequisite: PSY 1012

Electives:

Select from the following

| | | |
|----------|---|---|
| AMH 2010 | American History to 1865 | 3 |
| AMH 2020 | American History from 1865 to the Present | 3 |
| POS 2041 | American National Government | 3 |
| ANT 2000 | Introduction to Anthropology | 3 |
| STA 2014 | Statistics | 3 |
| SYG 1230 | American Minorities Today | 3 |
| SYG 2010 | American Social Problems | 3 |
| | Foreign Language | 8 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| PHI 1000 | Introduction to Philosophy | 3 |

Social Worker (A.A. 14-330)

This curriculum is designed to provide a broad background in social work. The core of courses is designed to prepare the student for matriculation to the baccalaureate degree in social work. The curriculum is recommended by the Council on Social Work Education.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28

(Minimum) 36 credits

For Science, BSC 1010 Principles of Biology and BSC 1085 Anatomy and Physiology I and Lab are required and may apply six (6) credits to General Education Area IV.

| Course | Title | Semester Hours | Credit |
|--------|-------|----------------|--------|
|--------|-------|----------------|--------|

Program subjects listed in preferred sequence of study.

Select 24 hours from the following list.

| | | |
|----------|-----------------------------|---|
| PSY 1012 | General Psychology | 3 |
| SOW 1031 | Introduction to Social Work | 3 |
| SYG 1230 | American Minorities Today | 3 |
| SYG 2010 | American Social Problems | 3 |
| SYG 2430 | Marriage and Family | 3 |
| ECO 2000 | Introduction to Economics | 3 |
| | Foreign Language | 8 |

Sociology (A.A. 14-325)

A Sociology major is an excellent preparation for many different career options in both government and private industry, as well as Sociology, Liberal Arts or other upper-level university majors.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Please consult with a sociology adviser for specific recommendations and possible changes in the order in which electives are taken.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits
For Social Science, SYG 2000 Introduction to Sociology is required and applies three (3) credits to General Education Area V.

| Course | Title | Semester Hours | Credit |
|----------------------|--|----------------|--------|
| Core Courses: | | | |
| SYG 2000 | Introduction to Sociology | 3 | |
| SYG 2010 | American Social Problems | 3 | |
| SYG 1230 | American Minorities Today | 3 | |
| SYG 2430 | Marriage and Family | 3 | |
| SYG 2361 | Death and Dying | 3 | |
| | Electives | 12 | |
| Electives: | | | |
| PHI 1000 | Introduction to Philosophy | 3 | |
| PSY 2012 | General Psychology | 3 | |
| ANT 2000 | Introduction to Anthropology | 3 | |
| SOP 2740 | Feminist Psychology | 3 | |
| DEP 2102 | * Child Growth and Development | 3 | |
| | Language, Foreign | 8 | |

*Prerequisite: PSY 2012

NOTE: Sociology majors are also encouraged to take electives in Political Science, History, Computers, Math, Science, Literature and other areas.

Surveying (A.A. 08-189)

This program is designed to prepare the student for a profession as a licensed land surveyor. The program provides the necessary general education requirements and professional courses for the first two years of a four-year program leading to a bachelor's degree in Surveying. The program also provides the thorough foundation of mathematics, physics and surveying necessary to qualify for the state licensing exam in Surveying.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits
In the program of study listed below, mathematics courses through MAC 2313 Calculus w/Analytic Geometry III are listed. Six of these credits apply to Area III of General Education. For Science, six of the credits in the following list may be apply to General Education Area IV.

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| CHM 1040 | General Chemistry I | 3 | |
| | or | | |
| BSC 1050 | Environmental Conservation (3) | | |
| MAC 1114 | Trigonometry | 3 | |
| SUR 1101C | Basic Surveying and Mapping | 4 | |
| MAC 2311 | Calculus with Analytic Geometry | 4 | |
| POS 1001 | * Introduction to Political Science | 3 | |
| SUR 2201C | Route Geometrics | 4 | |
| SUR 2403 | Land Surveying Principles | 3 | |
| MAC 2312 | Calculus with Analytic Geometry | 4 | |
| PHY 2053 | General Physics I | 4 | |
| PHY 2048L | Physics I Laboratory | 1 | |
| SUR 2462C | Land Planning | 3 | |
| MAC 2313 | Calculus and Analytic Geometry III | 4 | |

| | | |
|-----------|---|---|
| PHY 2054 | General Physics II | 4 |
| PHY 2949L | Physics II Laboratory | 1 |
| SUR 1660C | Professional Drafting for Surveyors | 2 |

* AMH 2010 may be substituted.

Technology Education (A.A. 08-184)

This program will provide the necessary general education requirements for the first two years of a four-year program leading to a bachelor's degree in Technology Education and aligns with an articulation agreement with the University of South Florida. In addition, it includes basic courses of the major field for teacher certification in the state of Florida.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|--------|
| EGS 1111C | Engineering Graphics | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |
| CHM 1015 | Principles of Chemistry | 3 | |
| GRA 1500C | Graphic Arts Industries | 3 | |
| BCN 2253C | Architectural Drafting | 3 | |
| EET 1015 | DC Circuit Analysis | 3 | |
| EET 1015L | DC Circuit Analysis Laboratory | 1 | |
| ETD 1320C | Computer Drafting | 2 | |
| PHY 1001 | Applied Physics | 3 | |
| PHY 2048L | * General Physics I Laboratory | 1 | |
| OST 1811 | Desktop Publishing | 3 | |
| EET 1025 | AC Circuit Analysis | 3 | |
| EET 1025L | AC Circuit Analysis Laboratory | 1 | |
| EET 1411C | Manufacturing Processes | 3 | |
| GRA 1501C | Graphic Arts Technology I | 3 | |

* Optional lab which may be taken concurrently or after completion of PHY 1001.



Associate in Science Programs

Suggested Programs

Accounting Technology (A.S. 03-050)

TP‡

This accounting program is designed for those students who intend to seek immediate employment in the accounting field upon graduation or who are presently employed in accounting and allied fields and desire advancement. Students wishing to transfer to a college or university should enroll in the Business Administration (AA) program.

GENERAL EDUCATION Requirements
This program of study requires 18 credits.

See Page 29

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|----------|---|----------------|--------|
| ACG 2022 | Financial Accounting | 4 | |
| MAN 2021 | Principles of Management | 3 | |
| | or | | |
| GEB 1011 | Introduction to Business (3) | | |
| | or | | |
| BUL 2241 | Business Law I (3) | | |
| ACG 2071 | Managerial Accounting | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |
| CGS 2104 | Microcomputer Operations - Accounting . . . | 3 | |
| OST 2335 | Business Communications | 4 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| | or | | |
| OST 1332 | Business Presentations (3) | | |

Staff Accountant Option

| | | | |
|--------------|--|---|-----------|
| ACG 2100 | Intermediate Accounting | 3 | |
| ACG 2360 | Cost Accounting | 3 | |
| TAX 2000 | Federal Income Tax I | 3 | |
| TAX 2010 | Federal Income Tax II | 3 | |
| ACO 2661 | Accounting Information Systems | 3 | |
| MNA 2100 | Human Relations | 3 | |
| | Business/Accounting Elective | 5 | |
| Total | | | 64 |

Full Charge Bookkeeper Option

| | | | |
|--------------|--|---|-----------|
| APA 1111 | Bookkeeping I | 3 | |
| APA 1121 | Bookkeeping II | 3 | |
| TAX 2000 | Federal Income Tax I | 3 | |
| APA 2170 | * Computerized Bookkeeping | 4 | |
| MTB 1103 | Business Mathematics I | 3 | |
| MTB 1113 | Business Mathematics II | | |
| OST 2402 | Office Procedures and Technology | 4 | |
| Total | | | 64 |

*Computerized Payroll, Electronic Spreadsheet-Intermediate, Microsoft Windows, Corporate Taxation - Computerized.

Automotive Service Management Technology (A.S. 08-188)

The Automotive Service Management Technology program is a two-to three-year articulated program consisting of an Automotive

Technology core offered by ASE certified technical schools and a Management core of courses offered by Palm Beach Community College. Any nationally certified auto mechanic with certification in each of the technical core course subject areas may apply for credit by presenting documentation of certification and verification of work experience in each area.

Students must complete a minimum of seven (7) areas plus the apprentice training at an ASE certified school, such as North Technical Education Center. Twenty-four (24) semester hours of college credit will be awarded to students after they enroll in and complete 15 semester hours of course work in the Management Core.

GENERAL EDUCATION Requirements

See Page 29

This program of study requires 18 credits.

For mathematics, MAC 1102 Algebra for College Students is the minimum level to complete for Area III. In Science, PHY 1001 Applied Physics may be applied to General Education Area IV.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|--------------|---|----------------|-----------|
| CGS 1361 | Introduction to Computers | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| ENC 1210 | Applied Communications | 3 | |
| MAN 2021 | Principles of Management | 3 | |
| MNA 2100 | Human Relations | 3 | |
| MNA 2345 | Principles of Supervision | 3 | |
| PHY 1001 | Applied Physics | 3 | |
| POS 1001 | Introduction to Political Science | 3 | |
| AER 1940 | Apprentice Experience I | 1 | |
| AER 1941 | † Apprentice Experience II | 1 | |
| AER 1942 | † Apprentice Experience III | 1 | |
| | Electives* | 11 | |
| Total | | | 47 |

Technical Core (21 Hours - Any 7 of the following)

| | | | |
|----------|---|---|--|
| AER 1000 | Automotive Parts and Customer Relations . . . | 3 | |
| AER 1004 | Engine Diagnosis and Repair | 3 | |
| AER 1100 | Electrical System Diagnosis and Repair . . . | 3 | |
| AER 1112 | Engine Performance | 3 | |
| AER 1120 | Suspension and Steering Systems | 3 | |
| AER 1121 | Brake System Diagnosis and Repair | 3 | |
| AER 1131 | Automatic Transmission and Transaxles . . . | 3 | |
| AER 1162 | Manual Transmissions and Drive Train . . . | 3 | |
| AER 1171 | Heating and Air-conditioning Systems . . . | 3 | |

Total Required

21

*Eligible Electives

| | | | |
|----------|------------------------------------|---|--|
| BUL 2241 | Business Law I | 3 | |
| ETI 2633 | Industrial Relationships | 3 | |
| MAC 1114 | Trigonometry | 3 | |
| MKA 2021 | Salesmanship | 3 | |
| GEB 1011 | Introduction to Business | 3 | |
| OST 1332 | Business Presentations | 3 | |
| MAR 2011 | Principles of Marketing | 3 | |

Grand Total

68

‡ Tech Prep articulated pathway (see page 27)

* Credit will be awarded based on successful completion of the appropriate ASE examination and 180 hours of certified laboratory experience in each area.

† Credit will be awarded based on completion of a certified training plan in an approved agency.

Building Construction Technology (A.S. 08-198)

Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements See Page 29

This program of study requires 18 credits.

For Humanities, ARH 1000 Art Appreciation or MUL 1010 may be applied to General Education Area II. For mathematics, MAC 1102 Algebra for College Students is the minimum level to complete for Area III. For Science, PHY 1001 Applied Physics may be applied to Area IV.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|--------------|---|----------------|-----------|
| BCN 1272 | Plans Interpretation | 3 | |
| BCN 1616 | Advanced Construction Estimating | 3 | |
| BCN 1740 | Construction Law | 3 | |
| BCN 1750 | Construction Finance | 3 | |
| BCN 2220 | Construction Materials and Methods | 3 | |
| BCN 2712 | Construction Supervision Procedure | 3 | |
| BCN 2941 | Building Construction Experience | 4 | |
| SUR 1101C | Basic Surveying and Mapping | 4 | |
| BCN 1210 | Building Construction Materials | 3 | |
| BCN 2253C | Architectural Drafting | 3 | |
| ETD 1110C | Introduction to Technical Drawing | 2 | |
| HSC 1400 | Standard First Aid and CPR | 1 | |
| ENC 1210 | Applied Communications | 3 | |
| POS 2041 | * American National Government | 3 | |
| PHY 1001 | Applied Physics | 3 | |
| ART 1000 | ** Art Appreciation | 3 | |
| | or | | |
| MUL 1010 | Music Appreciation | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| MAC 1114 | Trigonometry | 3 | |
| ENC 1101 | Freshman Communications I | 3 | |
| HSC 2100 | Health Concepts and Strategies | 3 | |
| SYG 1400 | Introduction to the Social Sciences | 3 | |
| | Elective | 3 | |
| Total | | | 64 |

* POS 1001 may be substituted.

** MUL 1010 may be substituted.

Business Administration and Management (A.S. 03-057)

This program is designed for students who want to enter the world of business upon completion of two years of study. Basic theoretical knowledge is included, but the major emphasis is on application with maximum flexibility to explore various fields of vocational interest.

Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements See Page 29

This program of study requires 18 credits.

The following program of study is required.

| Course | Title | Semester Hours | Credit |
|--------------|--------------------------------------|----------------|-----------|
| MTB 1103 | Business Mathematics | 3 | |
| GEB 1011 | Introduction to Business | 3 | |
| MAR 2011 | Principles of Marketing | 3 | |
| MNA 2345 | Principles of Supervision | 3 | |
| | or | | |
| MNA 2100 | * Human Relations (3) | | |
| | * Business Electives | 15 | |
| ENC 1102 | Freshman Communications II | 3 | |
| | or | | |
| OST 2335 | Business Communications (4) | | |
| | or | | |
| ENC 1210 | Applied Communications (3) | | |
| | ** General Electives | 10 | |
| APA 1111 | Bookkeeping | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |
| Total | | | 64 |

* Select from areas of accounting, business, computer science, law, economics, management, marketing, real estate, secretarial science and data processing.

** Select from general education, business or other technical courses.

Child Development and Education (A.S. 28-342)

Traditional Option, Montessori Specialist Option

This program is designed to prepare caring professionals to enter the field of early childhood as an educator/caregiver. The basic program provides the student with a thorough background in all aspects of child development as well as expanding his/her classroom knowledge into a practical "hands-on" teaching experience in either a traditional, Montessori or C.D.A. - based track.

The Center for Early Learning, located on the Central Campus, is a Montessori-based laboratory preschool. Students for a variety of disciplines utilize the observation room which also serves as a practicum sight for interns from both the traditional and Montessori education options. The Center serves 22 children, ages 2 1/2 to 5, from 8 a.m. to noon. Children of students, staff and faculty are eligible to enroll. Tuition is \$45 per week. The Center is staffed by three teachers.

GENERAL EDUCATION Requirements See Page 29

This program of study requires 18 credits.

Additional General Education courses are required for this program; select from the list below for Area II, III, IV and V to meet General Education 15 hour minimum requirement.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|--------------|---|----------------|-----------|
| SYG 1440 | Introduction to the Social Sciences | 3 | |
| SYG 2000 | Introduction to Sociology | 3 | |
| ENC 1102 | Freshman Communications II | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| BSC 1010 | Principles of Biology | 3 | |
| MGF 1104 | Mathematics for College Students | 3 | |
| MUL 1010 | Music Appreciation | 3 | |
| Total | | | 63 |
| | or | | |
| ARH 1000 | Art Appreciation (3) | | |

Education Courses:

| | | |
|----------|--------------------------------------|---|
| DAA 1050 | Fundamentals of Rhythmics | 1 |
| PEM 1116 | Aerobic Dance | 1 |
| HSC 1400 | Standard First Aid and CPR | 1 |

| | | |
|----------|--|---|
| PSY 2012 | General Psychology | 3 |
| EEC 1001 | Early Childhood Education | 3 |
| DEP 2102 | * Child Growth and Development | 3 |
| HUS 1003 | * Human Services | 3 |
| SYG 2430 | Marriage and Family | 3 |
| HUN 1410 | Food for Children (or) | |
| HUN 1501 | Nutrition | 3 |
| CGS 1361 | Introduction to Computers | 3 |

Prerequisite: PSY 2012

Traditional Option

| | | |
|----------|--|---|
| CHD 1110 | Infants/Toddlers | 3 |
| CHD 1220 | Child Development, Infancy/Preschool | 3 |
| CHD 1320 | Methods and Materials I | 3 |
| CHD 1338 | Methods and Materials II | 3 |
| CHD 1440 | Early Childhood Education Practicum I | 3 |
| CHD 1441 | Early Childhood Education Practicum II | 3 |

Montessori Specialization Option*

| | | |
|----------|--|---|
| EEC 1006 | Montessori Philosophy | 1 |
| EEC 2530 | Montessori Curriculum I | 3 |
| EEC 2532 | Montessori Curriculum II | 3 |
| EEC 2940 | Montessori Teaching Practicum I | 3 |
| EEC 2941 | Montessori Teaching Practicum II | 3 |
| CHD 1220 | Child Development, Infancy/Preschool | 3 |
| | Electives | 2 |

* Certificate requirements only

C.D.A. Option

For information, contact Continuing Studies for classes and requirements.

Computer Information Systems Analysis (A.S. 03-126)

TP‡

The Computer Information Systems Analysis program has two options. Students may pursue the programming option, with emphasis on programming languages, or the applications option, which emphasizes the acquisition of skills in the use of applications' programs.

Consultation with an adviser is essential to ensure proper sequence of courses and for selection of electives.

GENERAL EDUCATION Requirements

See Page 29 (Minimum) 15 credits
For Math select MAC 1102 Algebra for College Students or MGF 1104 Mathematics for College Students depending on option followed from the listing below.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|--------------|---|----------------|-----------|
| SPC 1600 | Fundamentals of Speech | 3 | |
| | or | | |
| OST 1332 | Business Presentations (3) | | |
| CGS 1361 | Introduction to Computers | 3 | |
| CIS 2321 | Systems and Applications | 3 | |
| COP 1002 | Structured Programming | 3 | |
| | * Business/Computer Electives | 11 | |
| Total | | | 23 |

Programming Option

| | | |
|----------|--|----|
| | ** Programming Languages | 12 |
| MAC 1102 | Algebra for College Students | 3 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| ETI 2633 | Industrial Relationships | 3 |
| | or | |
| MNA 2100 | Human Relations (3) | |
| | *** Technical Electives | 4 |

Applications Option

| | | |
|-----------|---|---|
| OST 2711C | Word Processing I | 3 |
| CGS 1560 | Introduction to Using An Operating System | 1 |
| APA 1111 | Bookkeeping | 3 |
| CGS 1513 | Electronic Spreadsheet | 3 |
| CGS 1545 | Database Management | 3 |
| MGF 1104 | Mathematics for College Students | 3 |
| | Programming Language Elective | 3 |
| | *** Technical Electives | 6 |

| | |
|--------------------|-----------|
| Total | 25 |
| Grand Total | 63 |

*Suggested: Bookkeeping, Financial Accounting, Introduction to Business or computer-related courses.

**Suggested: Programming in COBOL, RPG Programming, Assembly Language, "C" FORTRAN Programming.

***Suggested: PC On-Line Service, Inside the PC, Desktop Publishing, Microcomputer Accounting, Business Presentations, Microsoft Windows.

Criminal Justice Technology - Corrections and Law Enforcement Tracks (A.S. 19-605) TP‡

This program is designed to provide educational and practical experiences for corrections or law enforcement officers who wish to advance their careers. Students who are not certified officers in the state of Florida must complete the applicable Academy Certificate Programs in order to complete this degree.

Available within these programs is admission as either a corrections or a law enforcement student. Criminal Justice is a limited access program, and the admission requirements are the same for either certification; however, the core curriculum is different.

GENERAL EDUCATION Requirements

See Page 29

This program of study requires 18 credits.

For mathematics, MAC 1102 Algebra for College Students is the minimum level that may be applied to General Education Area III.

The following program of study is required:

Academic Tracks for Corrections & Law Enforcement Corrections Officer Track I

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| CJD 1700 | Criminal Justice Legal I | 3 | |
| CJT 1771 | Corrections Legal II | 1 | |
| CJD 1702C | Criminal Justice Communications - Corrections | 3 | |
| CJD 1703C | Interpersonal Skills I-Corrections | 3 | |
| CJD 1740 | Interpersonal Skills II-Corrections | 3 | |
| CJD 1254 | Medical First Responder | 1 | |
| CJD 1742 | Correctional Operations | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| HLP 1081 | Physical Fitness I | 1 | |

Law Enforcement Officer Track II

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| CJD 1700 | Criminal Justice Legal I | 3 |
| CJD 1701 | Criminal Justice Legal II | 3 |
| CJD 1720 | Law Enforcement Legal III | 2 |
| CJD 1762 | Criminal Justice Communications - Law Enforcement | 3 |
| CJD 1713C | Interpersonal Skills I-Law Enforcement | 3 |
| CJD 1724C | Law Enforcement Investigations | 3 |
| CJD 1721C | Law Enforcement Patrol | 2 |
| CJD 1254 | Medical First Responder | 1 |
| HLP 1081 | Physical Fitness I | 1 |

Recommended Additional Credit Hours for Corrections Track and Law Enforcement Track II

| Course | Title | Semester Hours Credit |
|----------|--|-----------------------|
| CLP 2002 | Personality Development and Adjustment | 3 |
| POS 1001 | Introduction to Political Science | 3 |
| PEM 1152 | Physical Fitness II | 1 |
| PHY 1001 | Applied Physics | 3 |
| STA 2014 | Statistics | 3 |
| PSY 2012 | General Psychology | 3 |
| AML 2010 | American Literature after 1865 | 3 |
| | Electives | 3 |

Culinary Management (A. S. 26-049)

This program prepares the student for a hands-on-management career in the food service industry (restaurants, country clubs, institutional food services, fast-food restaurants and others).

All students are required to complete a minimum of **64** credits with a cumulative grade point average of not less than **2.00** achieved for all work attempted, and a **2.00** cumulative grade point average for work at PBCC. A grade of "C" must be maintained in each culinary core course to maintain eligibility in the program.

The student must complete **all** of the **required courses for Food Service Management (38 credits)**, plus those listed for **General Education (23 credits)** in addition to the **electives (6 credits)** chosen in consultation with the program adviser.

The student may apply for certification as a Professional Cook by meeting the following additional requirements:

1. Membership in the American Culinary Federation.
2. Obtaining the required level of "activity points" in the local American Culinary Federation chapter.
3. Documented employment for a minimum of one year in an approved food-production unit.
4. Other requirements as listed by the ACFEI⁵ for any certification level.

GENERAL EDUCATION Requirements
This program of study requires 18 credits.

See Page 29

The following program of study is required:

| Course | Title | Semester Credit Hours |
|-----------|---|-----------------------|
| FSS 1300 | * Introduction to Food Service Management | 3 |
| FSS 1220C | Professional Cooking I | 3 |
| FOS 1201 | Food Service Sanitation | 2 |

| | | |
|-----------|---|---|
| HUN 1001 | Basic Nutrition | 2 |
| HFT 1850C | Dining Room Management | 3 |
| FSS 1221C | Quantity Food Production I | 4 |
| FSS 2100 | Purchasing for the Hospitality Industry | 3 |
| FSS 2500 | Food and Beverage Cost Control | 3 |
| HFT 2220 | Personnel Management Practices | 3 |
| HFT 2250 | Basic Accounting for the Hospitality Industry | 3 |
| FSS 2246C | Baking | 4 |
| FSS 2248C | Pastry and Garde Manger I | 4 |
| CGS 1060 | PC Starter | 1 |
| SPC 1600 | Fundamentals of Speech | 3 |
| | or | |
| OST 1332 | Business Presentations (3) | |
| | Electives | 5 |

Total **64**

Electives

| | | |
|-----------|--|---|
| FSS 1100 | Menu Planning and Merchandising | 3 |
| FSS 1222C | Quantity Food Production II | 3 |
| FSS 1270 | Understanding Wines and Spirits | 3 |
| FSS 1941C | Food Service Practicum | 3 |
| FSS 2249C | Pastry and Garde Manger II | 4 |
| HFT 1949C | Co-op: Hospitality Management I | 3 |
| HFT 2434 | Club Management | 3 |
| HFT 2510 | Sales Promotion and Advertising in Hotels and Food Service Establishments | 3 |
| HFT 2949C | Co-op: Hospitality Management II | 3 |
| CGS 1510 | Electronic Spreadsheet I | 1 |
| CGS 1560 | Introduction to Using an Operating System | 1 |

*Student should take in first term upon entering program.

Culinary Arts Award of Achievement

The student may elect to follow this option which will lead to a one-year award of achievement in Culinary Arts by completing the courses listed below.

The student may apply for certification as a Professional Cook by meeting the following additional requirements:

1. Membership in the American Culinary Federation.
2. Obtaining the required level of "activity points" in the local American Culinary Federation Chapter.
3. Documented employment for a minimum of one year in an approved food production unit.
4. Other requirements as listed by the American Culinary Federation Educational Institution (ACFEI)₁ for any certification level.

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| FSS 1300 | Introduction to Food Service Management | 3 |
| FSS 1220C | Professional Cooking I | 3 |
| FOS 1201 | Food Service Sanitation | 2 |
| HUN 1001 | Basic Nutrition | 2 |
| HFT 1850C | Dining Room Management | 3 |
| FSS 1221C | Quantity Food Production I | 4 |
| FSS 2246C | Baking | 4 |
| | Food Service Electives | 6 |

⁵ ACFEI (American Culinary Federation Educational Institute) is an independent agency and is not connected with Palm Beach Community College.

‡ Tech Prep articulated pathway (see page 27)

Drafting and Design Technology (A.S. 08-178) TP‡

This curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year, presents drafting techniques in design areas within the scope of the draftsman.

Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 29

(Minimum) 15 credits

Three of the mathematics credits listed below apply to General Education Area III. In Science, PHY 1001 Applied Physics may be applied to General Education Area IV.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|--------------|--|----------------|-----------|
| ENC 1101 | Freshman Communications | 3 | |
| EGS 1111C | Engineering Graphics | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| POS 1001 | Introduction to Political Science* | 3 | |
| ETD 1320C | Computer Drafting | 2 | |
| ETD 1620C | Electrical Drafting | 2 | |
| ETD 1525C | Fabrication Drafting | 3 | |
| ETI 1411C | Manufacturing Processes | 3 | |
| HSC 2100 | Health Concepts and Strategies | 3 | |
| MAC 1114 | Trigonometry | 3 | |
| BCN 1210 | Construction Materials | 3 | |
| BCN 2253C | Architectural Drafting | 3 | |
| ETD 2801C | Technical Illustration | 3 | |
| ETG 2537C | Properties & Testing of Materials | 4 | |
| PHY 1001 | Applied Physics | 3 | |
| ETD 2350C | Advanced Computer Drafting | 3 | |
| ENC 1210 | Applied Communications | 3 | |
| ETD 2455C | Machine/Mechanical Drafting | 3 | |
| ETI 2633 | Industrial Relationships | 3 | |
| ARH 1000 | Art Appreciation** | 3 | |
| | Electives | 3 | |
| Total | | | 62 |

Electives

| | | |
|-----------|---------------------------------|---|
| SUR 2544 | Survey Drawing | 3 |
| ETD 2355C | Three-Dimensional CAD | 3 |
| ETD 2331C | AutoLISP | 3 |
| ETD 2332C | Customizing AutoCAD | 3 |
| ETD 2352C | Modeling in 3D | 2 |
| ETD 2354C | AutoCAD Upgrade | 1 |

* If a student has not completed a high school course in drafting, he/she must take ETD 1110 Introduction to Technical Drawing.

Electronics Engineering Technology (A.S. 08-177)

Skilled technicians are needed to assist in the design, production, operation and servicing of electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists or on the assembly line in testing and inspection; or apply their knowledge of science, mathematics and electronics to practical problems of design and construction on research and development. At Palm Beach Community College, students can become familiar with

the latest theory and practice in electrical and electronic circuitry and can become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

GENERAL EDUCATION Requirements

See Page 29

This program of study requires 18 credits.

For Mathematics, MAC 1102 Algebra for College Students is the minimum level to complete for Area III. In Science, PHY 1001 Applied Physics may be applied to General Education Area IV.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|--------------|--|----------------|-----------|
| CET 2112C | Logic Circuits | 4 | |
| EET 1015 | DC Circuit Analysis | 3 | |
| EET 1015L | DC Circuit Analysis Laboratory | 1 | |
| CET 1123C | Microprocessors | 4 | |
| EST 2542C | Programmable Controllers | 3 | |
| EET 1025 | AC Circuit Analysis | 3 | |
| EET 1025L | AC Circuit Analysis Laboratory | 1 | |
| ETD 1620C | Electrical Drafting | 2 | |
| MAC 1114 | Trigonometry | 3 | |
| EET 2121 | Electronics I | 3 | |
| EET 2121L | Electronics I Laboratory | 1 | |
| EET 2515C | AC and DC Motors/Generators | 4 | |
| EET 2122 | Electronics II | 3 | |
| EET 2122L | Electronics II Laboratory | 1 | |
| ENC 1210 | Applied Communications | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| PHY 1001 | * Applied Physics | 3 | |
| PHY 1001 | Applied Physics | 3 | |
| ARH 1000 | ** Art Appreciation | 3 | |
| ENC 1101 | Freshman Communications I | 3 | |
| HSC 2100 | Health Concepts and Strategies | 3 | |
| Total | | | 57 |

Electronics Option

| | | |
|--------------|---|-----------|
| | Technical Electives | 4 |
| EET 2322C | Communication Electronics | 4 |
| | or | |
| EST 2541C | Servo-Mechanism and Instrumentation (4) | |
| ETI 2633 | Industrial Relationships | 3 |
| | Technical Electives | 4 |
| Total | | 11 |

Power Option

| | | |
|--------------------|---|-----------|
| EET 2545 | Power Transmission | 3 |
| EST 2541C | Servo-Mechanism and Instrumentation | 4 |
| ETG 2537C | Properties and Testing of Materials | 4 |
| Total | | 11 |
| Grand Total | | 68 |

041 may be substituted

1010 may be substituted

Fashion (A.S. 25-073)

This program is for students who wish to enter careers in fashion design; fashion publicity and promotion; wardrobe consulting; theatre

costuming; window display or stylist for photo shoots. This program is in two tracks: Track I is for students wishing to pursue fashion design, theatre costuming or custom apparel design. Track II is for students wishing to pursue visual merchandising of fashion, window display, stylist, fashion coordination or wardrobe consulting.

GENERAL EDUCATION Requirements
See Page 29 (Minimum) 18 credits

The following program of study is required:

FIRST YEAR (all students)

| Course | Title | Semester Hours | Credit |
|--------------|---|----------------|-----------|
| ART 1201C | Design Fundamentals | 3 | |
| ENC 1101 | Freshman Communications I | 3 | |
| CTE 1310C | Elements of Clothing Construction | 3 | |
| CTE 1401 | Textiles | 3 | |
| CTE 2200 | Visual Design in Fashion | 3 | |
| ARH 1000 | Art Appreciation | 3 | |
| | or | | |
| ARH 2051 | History of Art (Modern) (3) | | |
| HSC 2100 | Health Concepts and Strategies | 3 | |
| MGF 1104 | Mathematics for College Students | 3 | |
| ENC 1210 | Applied Communications | 3 | |
| Total | | | 27 |

SECOND YEAR

TRACK I FASHION DESIGN

| Course | Title | Semester Hours | Credit |
|--------------------|---|----------------|-----------|
| CTE 2363C | Commercial Garment Production | 3 | |
| CTE 2511 | History of Costume & Fashion I | 3 | |
| CTE 1743 | * Pattern Making I | 3 | |
| ART 1300C | Drawing Fundamentals | 3 | |
| | Science | 3 | |
| CTE 2512 | History of Costume & Fashion II | 3 | |
| CTE 1744 | ** Pattern Making II | 3 | |
| | or | | |
| CTE 2751C | ** Draping (3) | | |
| SYG 1440 | Introduction to Social Science | 3 | |
| | or | | |
| SYG 2000 | Introduction to Sociology (3) | | |
| CTE 2340C | Advanced Clothing Construction | 3 | |
| | Fashion Electives | 10 | |
| Total | | | 37 |
| Grand Total | | | 64 |

SECOND YEAR

TRACK II VISUAL FASHION MERCHANDISING

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| CTE 1851 | Visual Merchandising and Fashion Show Production | 3 | |
| GRA 1545C | Introduction to Graphic Design | 3 | |
| CTE 2511 | History of Costume & Fashion I | 3 | |
| PGY 1101C | Introduction to Photography | 3 | |
| | Science | 3 | |
| CTE 2512 | History of Costume and Fashion II | 3 | |
| SYG 1440 | Introduction to Social Science | 3 | |
| | or | | |
| SYG 2000 | Introduction to Sociology (3) | | |
| RTV 2000 | Fundamentals of Television Production | 3 | |

| | | |
|--------------------|-----------------------------------|-----------|
| MKA 1041 | Principles of Retailing | 3 |
| | or | |
| MAR 2011 | Principles of Marketing (3) | |
| | Fashion Elective | 10 |
| Total | | 37 |
| Grand Total | | 64 |

Electives:

| | | |
|-----------|--|---|
| PGY 2221C | Techniques of Commercial Photography | 3 |
| CTE 1955 | New York Fashion Visit | 1 |
| CTE 2748 | Applied Fashion Design | 3 |
| | (Prerequisite CTE 1743, CTE 2340C, CTE 1744 or CTE 2751C) | |
| CTE 2930 | Series - Special topics related to Apparel | 1 |
| CTE 1746 | Pattern Grading | 1 |
| GRA 1545C | Introduction to Graphic Design | 3 |
| CGS 1060 | PC Starter (or Equivalent) | 1 |
| CTE 2342 | Millinery I | 1 |
| CTE 2343 | Millinery II | 1 |
| CTE 2344 | Millinery III | 1 |

Fashion Design Prerequisites:

*Prerequisite to CTE 1743 - CTE 1310C (Elements of Clothing Construction) and CTE 2363C (Commercial Garment Construction) or equivalent.

**Prerequisite to CTE 2751C & CTE 1744 - CTE 1743 (Pattern Making I), CTE 1310C (Elements of Clothing Construction) and CTE 2363C (Commercial Garment Construction) or equivalent

Film, Television and Video Production Technology (A.S. 12-282)

TP‡

This program has been designed to prepare the student for entry-level positions in film, television and video production. The student leaving this program should be able to work in a technical capacity. The program is designed to offer as much "hands-on" experience as possible. In addition, the student will be involved with student film productions.

GENERAL EDUCATION Requirements
This program of study requires 18 credits.

See Page 29

The following program of study is required:

Core Courses:

| Course | Title | Semester Hours | Credit |
|--------------|---|----------------|-----------|
| ENC 1101 | Freshman Communications I | 3 | |
| TPA 1210 | Fundamentals of Stagecraft | 3 | |
| PSC 1101 | Earth Science | 3 | |
| SYG 2000 | Introduction to Sociology (3) | | |
| | or | | |
| SYG 1440 | Introduction to the Social Sciences | 3 | |
| HSC 2100 | Health Concepts and Strategies | 3 | |
| | Mathematics (As required for A.S. Degree) | 3 | |
| | Humanities (As required for A.S. Degree) | 3 | |
| Total | | | 66 |

Intermediate Courses:

| | | |
|-----------|---|---|
| TPA 1211 | Advanced Stagecraft | 3 |
| PGY 1101C | Introduction to Photography | 3 |
| RTV 2000 | Fundamentals of Television Production | 3 |
| RTV 2300C | Introduction to Broadcast Journalism | 3 |

Advanced Courses:

| | | |
|-----------|---|---|
| FIL 1270 | Introduction to the Film Process | 3 |
| FIL 2271C | Camera Technique | 3 |
| FIL 2273C | Gripping | 3 |
| FIL 2275C | Sound | 3 |
| FIL 2272C | Lighting | 3 |
| FIL 2274C | Editing | 3 |
| FIL 2200C | Film Production | 4 |
| FIL 1620C | Computer Application for Film, TV & Video | 3 |
| FIL 1100 | Writing for Film, Television & Video | 3 |

Students will be required to participate in three Internships for 1 credit each:

| | | |
|-----------|--|---|
| FIL 2271L | Camera Techniques Internship | 1 |
| FIL 2273L | Gripping Internship | 1 |
| FIL 2275L | Sound Internship | 1 |
| FIL 2272L | Lighting | 1 |
| FIL 2274L | Editing Internship | 1 |

Financial Services (A.S. 03-075)

This program is designed for persons employed in the financial services industry with emphasis on banking. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. The banking courses are offered through the American Institute of Banking.

Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements See Page 29
This program of study requires 18 credits.

The following program of study is required:

| Course | Title | Semester Hours Credit |
|--------------|--|-----------------------|
| BAN 1004 | Principles of Banking | 3 |
| MTB 1103 | Business Mathematics | 3 |
| BAN 2800 | Law and Banking: Principles | 3 |
| | or | |
| BUL 2241 | Business Law I (3) | |
| BAN 2511 | Marketing for Bankers | 3 |
| | or | |
| MAR 2011 | Principles of Marketing (3) | |
| ECO 2013 | Principles of Macroeconomics | 3 |
| OST 2335 | Business Communications | 4 |
| ACG 2022 | Financial Accounting | 4 |
| MNA 2100 | Human Relations | 3 |
| | * Banking Elective | 3 |
| ACG 2071 | Managerial Accounting | 3 |
| CGS 1361 | Introduction to Computers | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| SPC 1600 | Fundamentals of Speech | 3 |
| | Elective | 5 |
| Total | | 64 |

* Select from courses with a BAN prefix. Consult the AIB Catalog to ensure that selected courses meet the requirements of the desired AIB Diploma.

Fire Science Technology (A.S. 08-195)

This curriculum is designed for persons currently employed in the fire service who wish to advance in various Fire Science categories.

GENERAL EDUCATION Requirements
See Page 29 (Minimum) 15 credits
For Science, CHM 1015 Principles of Chemistry is recommended to meet requirements for General Education Area IV.

The following program of study is required:

Technical Core:

| Course | Title | Semester Hours Credit |
|--------------|---|-----------------------|
| MNA 2303 | Introduction to Public Personnel Management | 3 |
| POS 2112 | American State and Local Government | 3 |
| CGS 1361 | Introduction to Computers | 3 |
| FFP 2100 | + Fire Service Administration | 3 |
| FFP 2130 | + Company Officer Leadership I | 3 |
| FFP 2150 | + Instructional Methodology | 3 |
| FFP 2263 | Research Methodology | 3 |
| | Technical Electives | 3 |
| Total | | 24 |

Career Track Course Requirements:**Municipal Fire Inspector Track:**

| | | |
|--------------|--|-----------|
| FFP 1200 | Fire Prevention | 3 |
| FFP 2300 | Related Fire Codes and Standards | 3 |
| FFP 1620 | Private Fire Protection Systems | 3 |
| FFP 2240 | Fire Investigation and Arson Detection | 3 |
| FFP 2320 | Building Construction for Fire Protection | 3 |
| FFP 2326 | Blueprint Reading and Plans Examination | 3 |
| | or | |
| BCN 1272 | Plans Interpretation (3) | |
| FFP 2500 | Hazardous Materials for Emergency Operations | 3 |
| Total | | 21 |

Fire Administration Track:

| | | |
|--------------|--|-----------|
| FFP 1200 | Fire Prevention | 3 |
| FFP 2101 | + Advanced Fire Service Administration | 3 |
| FFP 2135 | + Company Officer Leadership II | 3 |
| FFP 2300 | Related Fire Codes and Standards | 3 |
| FFP 2410 | + Fire Service Tactics and Strategies | 3 |
| FFP 2500 | Hazardous Materials for Emergency Operations | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| Total | | 21 |

Fire Suppression Track:

| | | |
|--------------|--|-----------|
| FFP 1600 | Fire Apparatus and Equipment | 3 |
| FFP 1620 | Private Fire Protection Systems | 3 |
| FFP 1640 | Fire Hydraulics | 3 |
| FFP 2135 | + Company Officer Leadership II | 3 |
| FFP 2320 | Building Construction for Fire Protection | 3 |
| FFP 2410 | + Fire Service Tactics and Strategies | 3 |
| FFP 2500 | Hazardous Materials for Emergency Operations | 3 |
| Total | | 21 |

Grand Total**60**

+FFP classes must be taken at PBCC.

Graphic Arts Technology Printing (A.S. 01-010)

This program is designed to prepare the student to enter the graphic technology field. Consultation with the Graphic Design instructor or the Art program leader is necessary to ensure proper sequence.

The number of credit hours for this degree is 63.

The required 15 general education credits are listed on page 29.

The remaining 48 credits are to be taken with the advice of the Graphics Arts instructor.

GENERAL EDUCATION Requirements
This program of study requires 15 credits.

See Page 29

Suggested order of classes:

| Course | Title | Semester Hours | Credit |
|--------------|--|----------------|-----------|
| ART 1201C | Design Fundamentals | 3 | |
| GRA 1530C | Typography I | 3 | |
| PGY 1101C | Introduction to Photography | 3 | |
| GRA 1500C | Graphic Arts Industries | 3 | |
| GRA 1501C | Graphic Arts Technology I | 3 | |
| GRA 1570C | Graphic Reproduction Processes | 3 | |
| GRA 1531 | Typography II | 3 | |
| GRA 1573C | Graphic Arts Technology II | 3 | |
| GRA 2508C | Ink and Color | 3 | |
| GRA 1950C | Production Graphics | 3 | |
| GRA 2784C | Graphic Arts Technology III | 3 | |
| GRA 2800C | Introduction to Macintosh Graphics | 3 | |
| GRA 2811C | Macintosh ADOBE PHOTOSHOP I | 3 | |
| GRA 2814C | Macintosh QUARKXPRESS I | 3 | |
| GRA 2808C | Macintosh ADOBE ILLUSTRATOR I | 3 | |
| | Graphic Arts Electives | 4 | |
| Total | | | 64 |

Graphic Arts Electives

| | | |
|-----------|---|---|
| GRA 2812C | Macintosh ADOBE PHOTOSHOP II | 3 |
| GRA 2809C | Macintosh ADOBE ILLUSTRATOR II | 3 |
| GRA 2815C | Macintosh QUARKXPRESS II | 3 |
| GRA 2820C | Electronic Publishing for Macintosh | 3 |
| ETD 1110C | Introduction to Technical Drawing | 2 |
| GRA 2505C | Screen Printing | 3 |
| PGY 1110C | Color Photography | 3 |
| ETD 1320C | Computer Drafting | 3 |
| MKA 2021 | Salesmanship | 3 |
| CGS 1060 | PC Starter | 1 |

Graphic Design (A.S. 01-011)

Graphic Design Option, Production Option, Illustration Option, Computer Design Option

This program is designed to prepare the student to enter the commercial art field as a designer. It is required that the student develop a portfolio. Consultation with a Graphic Arts instructor or the art program leader is necessary to ensure proper sequence of courses.

The number of credit hours for this degree is 64.

The required 15 general education credits are listed on page 29.

The remaining 49 credits are to be taken with the advice of the Graphics Arts instructor.

GENERAL EDUCATION Requirements
This program of study requires 15 credits.

See Page 29

The following program of study is required:

Suggested order of classes:

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| ART 1201C | * Design Fundamentals | 3 | |
| ART 1300C | * Drawing Fundamentals | 3 | |
| PGY 1101C | Introduction to Photography | 3 | |
| GRA 1530C | * Typography I | 3 | |
| | General Education Requirement | 3 | |

| | | |
|-----------|--|---|
| ART 1230C | * Advertising Design I | 3 |
| ART 1301C | * Intermediate Drawing | 3 |
| MTB 1103 | Business Math | 3 |
| GRA 2800C | * Introduction to Macintosh Graphics | 3 |
| PGY 1110C | Color Photography | 3 |
| GRA 1531 | Typography II | 3 |
| ART 2231C | Ad Design II | 3 |
| ART 2510C | Introduction to Painting | 3 |
| GRA 2811C | Macintosh ADOBE PHOTOSHOP I | 3 |
| GRA 2814C | Macintosh QUARKXPRESS I | 3 |
| ART 2232C | Ad Design III | 3 |
| GRA 2808C | Macintosh ADOBE ILLUSTRATOR I | 3 |
| | General Education Requirements | 9 |
| | Graphic Design Electives | 4 |

Total

64

Graphic Design Electives

| | | |
|-----------|---|---|
| GRA 2812C | Macintosh ADOBE PHOTOSHOP II | 3 |
| GRA 2809C | Macintosh ADOBE ILLUSTRATOR II | 3 |
| GRA 2815C | Macintosh QUARKXPRESS II | 3 |
| CGS 1060 | PC Starter | 1 |
| ETD 1110C | Introduction to Technical Drawing | 2 |
| GRA 2505C | Screen Printing | 3 |
| PGY 1111C | Color Photography II | 3 |
| MAN 2021 | Salesmanship | 3 |

Hospitality Management (A.S. 26-060)

This program prepares the student for a management career in the hotel and motel industry as well as other allied fields.

All students are required to complete a minimum of 64 credit hours with a cumulative grade point average of not less than 2.00 achieved for all work attempted, and a 2.00 cumulative grade point average for all work at PBCC. A grade of "C" must be maintained in each hospitality core course to maintain eligibility in the program.

The student must complete all of the required courses for Hospitality Management (29 credits), plus those listed for General Education (23 credits), and in addition, the electives (12 credits) chosen in consultation with the program adviser.

GENERAL EDUCATION Requirements
This program of study requires 18 credits.

See Page 29

The following program of study is required:

| Course | Title | Semester Credit Hours |
|--------------|--|-----------------------|
| HFT 1000 | ** Introduction to the Hospitality Business | 3 |
| FOS 1201 | Food Service Sanitation | 2 |
| FSS 1220C | Professional Cooking I | 3 |
| HFT 1850C | Dining Room Management | 3 |
| FSS 1221C | Quantity Food Production I | 4 |
| FSS 2500 | Food and Beverage Cost Control | 3 |
| HFT 2220 | Personnel Management Practices | 3 |
| HFT 2250 | Basic Accounting for the Hospitality Industry | 3 |
| HFT 2300 | Housekeeping Management | 3 |
| HFT 2410 | Hotel-Motel Front Office Administration and Procedures | 3 |
| CGS 1060 | PC Starter | 1 |
| SPC 1600 | Fundamentals of Speech | 3 |
| | or | |
| OST 1332 | Business Presentations (3) Electives | 12 |
| Total | | 64 |

Electives

| | | |
|-----------|---|---|
| HFT 1501 | Hotel/Motel Sales Promotion | 3 |
| HFT 1630 | Management of Security in Hospitality Business | 3 |
| HFT 1700 | Tourism and the Hospitality Industry | 3 |
| HFT 1949C | Co-op: Hospitality Management I | 3 |
| HFT 2313 | Hotel and Restaurant Property Management | 3 |
| HFT 2434 | Club Management | 3 |
| HFT 2463 | Financial Accounting for the Hospitality Industry II | 3 |
| HFT 2510 | Sales Promotion and Advertising in Hotels and Food Service Establishments | 3 |
| HFT 2600 | Legal Aspects of Hotel and Food Service Administration | 3 |
| HFT 2949C | Co-op: Hospitality Management II | 3 |
| FSS 1100 | Menu Planning and Merchandising | 3 |
| FSS 1222C | Quantity Food Production II | 4 |
| FSS 1270 | Understanding Wine and Spirits | 3 |
| FSS 1300 | Introduction to Food Service Management | 3 |

* In consultation with adviser

** Student should take in first term upon entering program.

The Hospitality Management Diploma

Under this option, the student will be provided with the broad-based knowledge he/she needs for upper-level management positions in the hospitality industry.

A minimum of 36 credits from selected courses as listed for the associate program will make the student eligible for the Educational Institute of the American Hotel and Motel Association Diploma.

Hospitality Management Award of Achievement

To be eligible for this award of achievement, the student is required to complete 24 credits as listed under the required courses in the associate of science program.

Human Services Specialist (A.S. 28-345)

The Human Services specialist is a caring, concerned, professionally trained individual, with the knowledge, skills and attitudes essential for this helping profession. He/she will be equipped to make a useful contribution in meeting the needs of individuals and groups of people whose problems require professional assistance. This innovative program trains a student to be a beginning professional in just two years.

Upon graduation from this two-year program, the students are quickly employed in such areas as children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, counseling the elderly, the socially and economically handicapped, the mentally or emotionally handicapped and many others who need help. The students become counselors, interviewers, outreach workers, case managers, behavior modification specialists, etc.

An important part of the program at Palm Beach Community College is the supervised clinical field work experience which the student receives in an agency, organization or program of his/her choice. Here the student receives "on-the-job" training, under the supervision of experienced professionals. Many students are offered jobs while in their fieldwork experience training.

Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
This program of study requires 18 credits.

See Page 29

The following program of study is required:

| Course | Title | Semester Hours Credits |
|-----------|---|------------------------|
| ENC 1102 | Freshman Communications II | 3 |
| CLP 2002 | * Personality Development and Adjustment | 3 |
| DEP 2102 | * Child Growth and Development | 3 |
| GEY 2000 | Gerontology | 3 |
| HUS 1531 | or Counseling the Chemically Dependent Person (3) | |
| HSC 1400 | Standard First Aid and CPR | 1 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| HUS 1003 | * Introduction to Human Services | 3 |
| HUS 1100 | * Counseling and Interviewing | 3 |
| HUS 1200 | * Principles of Group Dynamics | 3 |
| HUS 1850 | ** Field Work in Human Services I | 2 |
| HUS 1850L | ** Field Work in Human Services I Internship | 3 |
| HUS 2520 | * Psychotherapy: Theory and Practice | 3 |
| HUS 2851 | ** Field Work in Human Services II | 2 |
| HUS 2851L | ** Field Work in Human Services II Internship | 3 |
| PSY 2012 | General Psychology | 3 |
| SYG 2430 | Marriage and Family | 3 |
| SYG 2361 | Death and Dying | 3 |

* Prerequisite PSY 2012

**Prerequisites HUS 100 or HUS 1200 or HUS 2520 (Any one of the courses listed)

Industrial Management Technology (A.S. 03-193)

This program is designed to provide additional competencies for administrative, managerial, supervisory and technical discipline areas for personnel who have mastered technical proficiencies from prior training programs or work experiences. In addition, a component of general education courses will be required to ensure good communication and computational skills have been mastered including an understanding of societal, cultural and environmental interactions and concerns. A customized curriculum will be designed depending on the students prior completed formal training program and/or previous work experience. Most of the coursework required will enhance the prior technical skills mastered and prepare the graduate for supervisory and/or advanced technical positions including related business ownership.

Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements
This program of study requires 18 credits.

See Page 29

For Area I, select ENC 1210 Applied Communications or SPC 1600 for an additional three (3) hour requirement. For mathematics, MAC 1102 Algebra for College Students is required to satisfy Area III.

The following program of study is required:

Managerial/Supervisor Core: 12 credits

| Course | Title | Semester Hours Credits |
|----------|--|------------------------|
| ENC 1210 | Applied Communications | 3 |
| SPC 1600 | or Fundamentals of Speech (3) | |
| MAC 1102 | Algebra for College Students | 3 |

| | | |
|--------------|---|-----------|
| BEB 1011 | Introduction to Business | 3 |
| MAN 2021 | Principles of Management | 3 |
| MNA 2100 | * Human Relations | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| MAN 2800 | Small Business Management | 3 |
| ETI 2633 | Industrial Relationships | 3 |
| CGS 1361 | Introduction to Computers | 3 |
| BCN 2712 | Construction Supervision Procedure | 3 |
| BUL 2241 | Business Law I | 3 |
| BUL 2242 | Business Law II | 3 |
| ETI 2131 | Statistical Process Control (SPC) | 3 |
| MAN 2042 | Successful Team Management and Problem-Solving Techniques | 3 |
| ETI 2133 | Advanced Statistical Process Control (SPC) | 3 |
| MAN 2522 | Leadership and Continuous Improvement Management | 3 |
| Total | | 60 |

* This course is required.

Technical Core: Minimum of eight credits required; maximum of 27 credits required may be selected using courses with any of the following prefixes: BCN, ETI, EET, SUR, CET, EGN, ETD, ETM, CGS, EGS and ETG.

Experiential Learning: A maximum of 22 credits toward the 64 credits required for this degree may be awarded for experiential learning. Students who do not qualify for all 22 credits through experiential learning may choose their remaining credits from any of the courses listed in the managerial/supervision or technical core.

Interior Design Assistant (A.S. 01-012)

This program has been established to meet requirements set forth by FIDER (Foundation for Interior Design Education Research). Upon completion of this program, the graduating student is qualified to enter the design profession as an Interior Design Assistant. Some of the responsibilities include: selection and arrangement of interior furnishings, materials and space planning; prepare drawings and business documents; and, among others, assist interior designers or architects in commercial or residential projects.

Consultation with an adviser is essential to ensure proper sequence of courses. Students are required to submit a portfolio of their work when seeking employment. It is the responsibility of all art students to compile a portfolio.

| | |
|--|--------------------|
| GENERAL EDUCATION Requirements This program of study requires 18 credits. For Humanities, ARH 1000 Art Appreciation is the requirement for General Education Area II. | See Page 29 |
|--|--------------------|

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|--------|
| ARH 1000 | Art Appreciation | 3 | |
| ENC 1101 | Freshman Communications I | 3 | |
| IND 1025C | Fundamentals of Color and Design | 3 | |
| IND 2100 | History of Interiors I | 3 | |
| IND 1012C | Introduction to Interior Design | 3 | |
| IND 1401C | Graphics and Drafting I | 3 | |
| HSC 2100 | Health Concepts and Strategies | 3 | |
| IND 2130 | History of Interiors II | 3 | |
| IND 1015C | Residential Interior Design | 3 | |
| BCN 2253C | Architectural Drafting | 3 | |
| MGF 1104 | Mathematics for College Students | 3 | |

| | | |
|-----------|--|---|
| IND 2420 | Products and Materials of Interior Design | 3 |
| BCN 2253C | Architectural Drafting | 3 |
| IND 1019C | Commercial Interior Design I | 3 |
| | Science | 3 |
| IND 2429 | Textiles for the Interiors | 3 |
| IND 1430C | Interior Design Technical Systems | 3 |
| IND 2011 | Business Procedures for Interior Designers | 3 |
| | Social Science | 3 |
| ENC 1210 | Applied Communications | 3 |
| IND 2020C | Commercial Interiors II | 3 |
| IND 2460 | Computer Aided Drafting for Interior Designers | 4 |
| IND 2331C | Interior Rendering | 3 |
| IND 2941C | Interior Design Internship | 3 |

Further Recommended Interior Design Electives

| | | |
|-----------|--|---|
| ART 1305C | Freehand Perspective Drawing | 3 |
| IND 2527C | Advanced Portfolio Interior Design | 3 |
| IND 2332C | Model Building | 3 |
| ETD 2350C | Advanced Computer Drafting | 3 |
| BCN 1210 | Construction Materials | 3 |
| BCN 1610 | Advanced Construction Estimating | 3 |
| PGY 1101C | Introduction to Photography | 3 |

| | |
|---|-----------|
| Total Major Course Semester Credit Hours | 52 |
| Total General Course Semester Credit Hours | 18 |
| Total Two-Year Program Semester Credit Hours | 70 |

Legal Assistant (A.S. 03-505)

There is a growing need for educated, well-trained legal assistants in our community. Not only law firms, but corporations, banks, real estate and government offices are more in need of the services and skills of competent legal assistants.

This program leads toward an associate in science degree and qualification for employment as a legal assistant or technician in law-related occupations, including public and private law practice and/or corporate or government law-related activities. Under the supervision and direction of a lawyer, the legal assistant is trained to provide the following services:

1. Apply knowledge of law and legal procedures in rendering direct assistance to lawyers engaged in legal research.
2. Design, develop or plan modifications of new procedures, techniques, services, processes or applications.
3. Prepare legal documents or write detailed procedures for engaging in the practice in certain fields of law.
4. Select, compile and use technical information from such references as digests, encyclopedias or practice manuals.
5. Analyze and follow procedural problems that involve independent decisions.

The National Association of Legal Assistants, which is an independent organization not affiliated with this or any other program, school or university, administers a comprehensive two-day examination to qualified candidates and grants successful examinees the status of Certified Legal Assistant (CLA).

All program graduates who meet the other testing requirements of the National Association are strongly encouraged to sit for this examination.

| | |
|---|--------------------|
| GENERAL EDUCATION Requirements This program of study requires 18 credits. | See Page 29 |
|---|--------------------|

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|--------------|--|----------------|-----------|
| BUL 2241 | Business Law I | 3 | |
| BUL 2242 | Business Law II | 3 | |
| PLA 1003 | Introduction to Legal Technology | 3 | |
| PLA 1104 | ** Legal Writing and Research I | 3 | |
| PLA 1203 | ** Preparing Negligence Cases | 3 | |
| PLA 2114 | ** Legal Writing and Research II | 3 | |
| PLA 2223 | Court Systems: Procedures and Pleadings I | 3 | |
| PLA 2233 | Court Systems: Procedures and Pleadings II | 3 | |
| PLA 2504 | Real Estate Law and Property Transactions I | 3 | |
| PLA 2513 | Real Estate Law and Property Transactions II | 3 | |
| PLA 2603 | ** Administration of Estates I | 3 | |
| PLA 2483 | Administrative Law | 3 | |
| ENC 1102 | Freshman Communications II | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| | Elective | 3 | |
| Total | | | 64 |

Electives

| | | | |
|-----------|---|---|--|
| CCJ 2210 | Criminal Law | 3 | |
| CCJ 2230 | Laws of Evidence | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |
| PLA 1949C | Co-Op: Legal Assistant I | 3 | |
| PLA 2763 | Law Office Management | 3 | |
| PLA 2803 | Family Law | 3 | |
| PLA 2949C | ** Co-Op: Legal Assistant II | 3 | |
| OST 2335 | Business Communications | 4 | |
| POS 2112 | American State and Local Government | 3 | |
| REE 2440 | Abstracts and Titles I | 3 | |

* ACG 2022 Financial Accounting may be substituted.

** Requires use of the law library at Edward M. Eisey Campus.

Marketing Management (A.S. 03-055) TP‡

The **Retail Option** prepares the student for a position in distributive fields which require a high level of competence in a range of business knowledge and skills.

The **Management Option** prepares students for midmanagement and supervisory-level positions. Courses cover a range of management areas and stress fundamental skills and techniques.

GENERAL EDUCATION Requirements This program of study requires 18 credits.

See Page 29

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|----------|--|----------------|--------|
| ENC 1101 | Freshman Communications I | 3 | |
| MKA 1041 | Principles of Retailing I | 3 | |
| MAR 2011 | Principles of Marketing | 3 | |
| MTB 1103 | Business Mathematics | 3 | |
| MKA 2021 | Salesmanship | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |
| MNA 2100 | Human Relations | 3 | |
| MKA 1511 | Advertising/Public Relations | 3 | |
| APA 1111 | Bookkeeping | 3 | |
| HSC 2100 | Health Concepts and Strategies | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| MNA 2345 | Principles of Supervision | 3 | |

| | | | |
|----------|-------------------------------------|---|--|
| MAN 2800 | Small Business Management | 3 | |
| | Social/political science | 3 | |
| | Mathematics | 3 | |
| | Natural Science | 3 | |
| | Humanities | 3 | |

Retailing Option

| | | | |
|----------|--------------------------------------|---|--|
| CTE 1401 | Textiles | 3 | |
| MKA 2042 | Principles of Retailing II | 3 | |
| OST 2335 | Business Communications | 4 | |
| | Elective | 2 | |
| ENC 1102 | Freshman Communications II | 3 | |

Management Option

| | | | |
|----------|------------------------------------|---|--|
| MAN 2021 | Principles of Management | 3 | |
| BUL 2241 | Business Law I | 3 | |
| | Elective | 4 | |

Total **64**

Office Systems Technology (A.S. 03-514) TP‡

The Office Systems Option prepares students for employment as top-level secretaries and administrative assistants.

The Word Processing Option trains students for employment in the field of word and information processing systems. Emphasis is placed on development of skills in word processing, information processing, management and general business. Students are prepared for supervisory and midmanagement positions in the automated office environment.

GENERAL EDUCATION Requirements This program of study requires 18 credits.

See Page 29

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|--------------|--|----------------|-----------|
| MTB 1103 | Business Mathematics | 3 | |
| OST 2711C | Word Processing I | 3 | |
| OST 2712C | Word Processing II | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| | or | | |
| OST 1332 | Business Presentations (3) | | |
| OST 2335 | Business Communications | 4 | |
| OST 2601C | Machine Transcription I | 3 | |
| BUL 2241 | Business Law I | 3 | |
| OST 2402 | Office Procedures and Technology | 4 | |
| OST 1831 | Microsoft Windows | 1 | |
| OST 2339 | Business English Review | 1 | |
| Total | | | 28 |

Office Systems Option

| | | | |
|-----------|------------------------------------|---|--|
| OST 1211 | Shorthand I | 3 | |
| | or | | |
| OST 2602C | Machine Transcription II (3) | | |
| OST 1100C | Beginning Keyboarding | 3 | |
| OST 1110C | Intermediate Keyboarding | 3 | |
| APA 1111 | Bookkeeping | 3 | |
| | Elective | 5 | |

Total **17**

Electives

| | | |
|-----------|---|---|
| CGS 1060 | PC Starter | 1 |
| CGS 1513 | Electronic Spreadsheet | 3 |
| CGS 1545 | Database Management | 3 |
| CGS 1560 | Introduction To Using An Operating System | 1 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| MNA 2100 | Human Relations | 3 |
| OST 1811 | Desktop Publishing | 3 |
| OST 2602C | Machine Transcript I | 3 |
| OST 2501 | Word Processing Management | 3 |

Word Processing Option

| | | |
|----------|-------------------------------------|---|
| CGS 1361 | Introduction to Computers | 3 |
| OST 1811 | Desktop Publishing | 3 |
| CGS 1513 | Electronic Spreadsheet | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| | or | |
| MAN 2021 | Principles of Management (3) | |
| | Electives | 5 |

Total **17**

Grand Total **63**

Electives

| | | |
|-----------|--|---|
| ACG 2022 | Financial Accounting | 4 |
| APA 1111 | Bookkeeping | 3 |
| CGS 1545 | Database Management | 3 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| MNA 2100 | Human Relations | 3 |
| OST 1100C | Beginning Keyboarding | 3 |
| OST 1110C | Intermediate Keyboarding | 3 |
| OST 1141 | Keyboarding for Microcomputers | 1 |
| OST 1211C | Shorthand I | 3 |
| OST 1272C | Shorthand II | 3 |
| OST 2601 | Machine Transcription | 3 |
| OST 1831 | Microsoft Windows | 1 |

Office Systems Technology Award of Achievement

The student may elect to follow this option which will lead to a one-year award of achievement in Office Systems Technology by completing the courses listed below.

First Semester

| Course | Title | Semester Hours Credit |
|--------------|--|-----------------------|
| OST 2339 | Business English Review | 1 |
| CGS 1560 | Introduction to Operating Systems | 1 |
| OST 1831 | Microsoft Windows | 1 |
| OST 1826 | * Presentation Graphics for Business | 1 |
| CGS 1050 | PC Online Services | 1 |
| CGS 1540 | Beginning Database Concepts | 1 |
| CGS 1513 | Electronic Spreadsheets | 3 |
| OST 2711C | Word Processing I | 3 |
| Total | | 12 |

Second Semester

| | | |
|--------------|--|-----------|
| OST 2335 | Business Communications | 4 |
| OST 2712C | Word Processing II | 3 |
| OST 1811 | Desktop Publishing | 3 |
| OST 2402 | Office Procedures and Technology | 4 |
| Total | | 14 |

*It is assumed that students have touch-level skills for alphanumeric keys at a speed of at least 35 words per minute prior to entering this program of study.

Ornamental Horticulture Technology (A.S. 08-191)

This program is designed to prepare students for management and technical positions in the green industry. Positions are available at nurseries, garden centers, golf courses, resorts, design-build firms, and maintenance companies. Courses are designed to provide a broad and well-rounded training for persons employed in the various segments of the horticulture industry.

Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 29 (Minimum) **15 credits**
In Science, CHM 1015 Principles of Chemistry is required for General Education Area IV. Fundamentals of Speech, SPC 1600 is required to complete the oral communications component.

The following program of study is required:

| Course | Title | Semester Hours Credit |
|--------------|---|-----------------------|
| ORH 1815 | Introduction to Horticulture | 3 |
| ORH 2510 | Ornamental Plant Identification I | 3 |
| ORH 2220 | Turfgrass Culture | 3 |
| SOS 1102 | Soils and Fertilizers | 3 |
| GCO 2230 | Pumping and Irrigation Systems | 3 |
| PMA 2213 | Plant Pest Management | 3 |
| ORH 2412 | Plant Physiology | 3 |
| PLS 2220 | Plant Propagation | 3 |
| ORH 2949C | Work Experience/Internship | 3 |
| IPM 1301 | Pesticides | 3 |
| ORH 2830 | Introduction to Landscape Design | 3 |
| CHM 1015 | Principles of Chemistry | 3 |
| SPC 1600 | Fundamentals of Speech | 3 |
| Total | | 60 |

Electives (Select six credits from the following):

| | | |
|----------|--|---|
| ORH 2232 | Arbiculture | 3 |
| ORH 2835 | Computer-Aided Landscape Design | 3 |
| ORH 2511 | Ornamental Plant Identification II | 3 |
| ORH 2253 | Nursery Management | 3 |
| ORH 1842 | Landscape Construction | 3 |
| ORH 2873 | Interiorscape Design and Maintenance | 3 |
| MAN 2021 | Principles of Management | 3 |
| APA 1111 | Bookkeeping | 3 |
| BUL 2241 | Business Law I | 3 |
| MAN 2800 | Small Business Management | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| CGS 1361 | Introduction to Computers | 3 |

Postal Service Management (A.S. 03-511)

This program offers college-level training within the specific field of Postal Technology as one means of achieving upward mobility in the postal service.

Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 29
This program of study requires 18 credits.
For mathematics, MAC 1102 Algebra for College Students is the minimum level that may be applied to General Education Area III.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|----------|--|----------------|--------|
| MNA 1453 | * Postmaster Administration | 3 | |
| MNA 1454 | * Postal Service Marketing | 3 | |
| MNA 1394 | * Postal Finance I | 3 | |
| MNA 2451 | * Mail Processing | 3 | |
| MNA 2452 | * Postal Customer Services | 3 | |
| MNA 2397 | * Postal Employee Relations | 3 | |
| MNA 2398 | * Postal Labor Relations | 3 | |
| MNA 2399 | * Postal Finance II | 3 | |
| MAN 2021 | Principles of Management | 3 | |
| ENC 1102 | Freshman Communications II | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| | Electives | 12 | |

Electives

| | | | |
|----------|--|---|--|
| ACG 2022 | Financial Accounting | 4 | |
| BUL 2241 | Business Law I | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |
| COP 1170 | Programming in Basic | 3 | |
| ECO 2013 | Principles of Macroeconomics | 3 | |
| CLP 2002 | Personality Development and Adjustment | 3 | |
| ENC 1210 | Applied Communications | 3 | |
| MNA 2100 | Human Relations | 3 | |
| MAR 2011 | Principles of Marketing | 3 | |
| OST 2335 | Business Communications | 4 | |
| PHI 1100 | The Art of Thinking | 3 | |
| PSY 2012 | General Psychology | 3 | |
| REA 1205 | Accelerated Reading | 3 | |
| SOP 2740 | Feminist Psychology | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| SPC 1601 | Public Speaking | 3 | |
| SPN 1120 | Elementary Spanish I | 4 | |
| SPN 1121 | Elementary Spanish II | 4 | |
| SYG 1230 | American Minorities Today | 3 | |

Total **60**

* For employment purposes, documentation will be provided upon completion of these courses with a 2.0 GPA or higher.

Professional Pilot (A.S. 08-197)**Professional Pilot**

The **Professional Pilot Option** is designed to prepare students to become commercial pilots. In addition to the necessary ground schools, a broad study of all aspects of aviation and general education subjects is emphasized to further a career in aviation.

The following credit shall be given if the student holds these licenses:

Private License 6 credit hours
ATT 1100, ATF 1100

Instrument License 12 credit hours
ATT 1100, ATT 2120, ATF 1100, ATF 2300

Commercial License 9 credit hours
ATT 1100, ATF 1100, ATF 2200

Aviation Technology Flight

Students enrolling in the Professional Pilot Technology A.S. degree program at Palm Beach Community College must follow these procedures to review credits for flight courses required to complete the A.S. degree.

- All flight time must be logged and certified by an appropriate FAA certified flight instructor for the rating which credit is being sought.

- Minimum flight time requirements for part 61 or part 141 FAR's must be met.
- All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the FAA.
- Written proof of passing the required FAA check ride must be submitted to the instructor or division chairperson before credit may be granted for the following courses:
- Proof of passing the appropriate FAA written examination with a mark of 85 percent or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the instructor or department chairperson: ATT 1100 and ATT 2120.

To qualify for reduced flight-time requirements under part 141, the student must take flight training from an approved flight school and ground training from an approved ground school.

The instructor or department chairperson will provide a list of currently approved flight schools for the student to select, and the college-offered courses will serve to meet the 141 ground-school requirements.

The **Maintenance Management** and the **Operations Options** are designed to allow individuals who currently hold an Airframe and Powerplant Mechanics license issued by the FAA to pursue a two-year degree which will give them management skills and knowledge for advancement within the aviation maintenance industry.

College credit will be awarded for the following current FAA licenses toward this AS degree:

Powerplant Mechanic 12 credit hours
Airframe Mechanic 12 credit hours

Students should check with their advisers for specific courses that may be required by some upper-division schools and to ensure proper sequence of courses.

GENERAL EDUCATION Requirements **See Page 29**

This program of study requires 18 credits.

For mathematics, MAC 1102 Algebra for College Students is the minimum level that may be applied to General Education Area III. Three Science, of the credits listed below, may apply to General Education Area IV.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|--------------|---|----------------|--------|
| ASC 1310 | Aero-Safety and Regulations | 2 | |
| ENC 1210 | Applied Communications | 3 | |
| AVM 2010 | Aerospace and Air Travel | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| PHY 1001 | Applied Physics | 3 | |
| ARH 1000 | ** Art Appreciation | 3 | |
| ENC 1101 | Freshman Communications I | 3 | |
| HSC 2100 | Health Concepts and Strategies | 3 | |
| SYG 1440 | Introduction to Social Sciences | 3 | |
| Total | | 64 | |

Professional Pilot Option

| | | | |
|----------|---------------------------------------|---|--|
| ATT 1100 | Private Pilot Ground School | 3 | |
| ASC 1640 | Propulsion Systems | 3 | |
| ASC 2550 | Aerodynamics | 3 | |
| ATF 1100 | Flight - Private | 3 | |
| ATT 1600 | Basic Flight Simulator | 1 | |
| MAC 1114 | Trigonometry | 3 | |
| ASC 1210 | Aero-Meteorology | 3 | |

| | | |
|----------|--------------------------------------|---|
| ATF 2200 | Flight - Commercial | 3 |
| ATF 2605 | Intermediate Flight Simulator | 1 |
| ASC 1101 | Aero-Navigation | 3 |
| ATT 2120 | Instrument Ground School | 3 |
| ATF 2300 | Flight - Instrument | 3 |
| ATF 2610 | Advanced Instrument Flight Simulator | 1 |
| PSC 1101 | Earth Science | 3 |

Maintenance Management Option

| | | |
|----------|---------------------------|----|
| CGS 1361 | Introduction to Computers | 3 |
| GEB 1011 | Introduction to Business | 3 |
| BUL 2241 | Business Law I | 3 |
| MAN 2021 | Principles of Management | 3 |
| ASC 1210 | Aero-Meteorology | 3 |
| | Power Plant License | 12 |
| | Airframe License | 12 |

Operations Option

| | | |
|----------|-----------------------------------|---|
| ATT 1100 | Private Pilot Ground School | 3 |
| ASC 1640 | Propulsion Systems | 3 |
| CGS 1361 | Introduction to Computers | 3 |
| GEB 1011 | Introduction to Business | 3 |
| BUL 2241 | Business Law I | 3 |
| MAN 2021 | Principles of Management | 3 |
| ACG 2022 | Financial Accounting | 4 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| MAN 2800 | Small Business Management | 3 |
| POS 1001 | Introduction to Political Science | 3 |
| PSC 1101 | Earth Science | 3 |
| | Electives | 3 |

Recreation Specialist (A.S. 10-230)

This program is designed to prepare the student for entry-level positions. Positions may include activity leader, league supervisor, arts and crafts specialists, program leader for centers or playgrounds, summer program counselor, official, after-school program leader or facility supervisor. Since the curriculum is tailored to the student's area of interest in recreation, he/she should consult with the physical education faculty concerning course work.

GENERAL EDUCATION Requirements

See Page 29

This program of study requires 18 credits.

In Humanities, MUL 1010 Music Appreciation may apply to General Education Area II. For Mathematics, MAC 1102 Algebra for College Students is the minimum level that may be applied to General Education Area III.

The following program of study is required:

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| BSC 1050 | Environmental Conservation | 3 |
| LEI 1000 | Introduction to Recreation as a Profession | 3 |
| LEI 1260 | Introduction to Outdoor Recreation | 3 |
| LEI 1310 | Leadership in Recreation | 3 |
| LEI 1603 | Maintenance, Care and Scheduling of Recreation Facilities | 3 |
| LEI 1920C | Field Study I | 2 |
| LEI 2431 | Organizing, Planning and Programming Activities | 3 |
| LEI 2544 | Facility Operations | 3 |
| HSC 1400 | Standard First Aid and CPR | 1 |
| PSY 2012 | General Psychology | 3 |
| SPC 1600 | Fundamentals of Speech | 3 |

| | | |
|----------|----------------------------------|----|
| MGF 1104 | Mathematics for College Students | 3 |
| | Physical Education | 2 |
| | Electives | 17 |

Total

64

Electives

| | | |
|-----------|---|---|
| ART 1100C | Introduction to Crafts | 3 |
| DAA 1050C | Fundamentals of Rhythmics | 2 |
| LEI 2220 | Social Recreation | 3 |
| LEI 2700C | Recreation for the Aging and Special Population | 3 |
| LEI 2940C | Field Study II | 2 |
| ORH 2220 | Turf Grass Management | 3 |
| PEEL 2041 | Recreational Games | 1 |
| PEO 2013 | Officiating Techniques for Team Sports | 2 |
| PEO 2033 | Officiating Techniques for Individual Sports | 2 |
| PEO 2940 | Sport Specific Officiating Practicum | 1 |
| PEN 1231 | Sailing Sunfish | 1 |
| PEN 2113 | Life Saving | 1 |
| PEN 2122 | Swimming and Diving | 1 |
| PEN 2136 | Scuba Diving | 1 |
| PEN 2251 | Canoeing | 1 |
| PEO 1031C | Individual Sports | 3 |
| PEO 1321C | Volleyball Fundamentals and Officiating | 3 |
| MUL 1010 | Music Appreciation | 3 |

Theater and Entertainment Technology (A.S. 12-274)

General Music Option, Popular Music and Jazz Option, Music Theater Option, Ballet Option

All students must take the general education core courses. There are three music options and one dance option from which to choose: General Music Track Option, Popular Music and Jazz Option, Music Theater Option and Ballet Option.

The **General Music Option** is a basic program of studies designed to assist those engaged in teaching, performing or conducting music.

The music electives in the program may be selected to benefit the student in his/her particular area of specialization, such as sacred music or private teaching.

The **Popular Music and Jazz Option** prepares students for professional careers in pop, jazz, rock or commercial music as a performer, arranger and/or composer.

The **Music Theater Option** prepares the student for a professional career in Music Theater as a singer-dancer-actor or technician.

The **Dance Option** is designed to prepare students for a professional career in ballet. Ballet classes are conducted at the facilities of the School of Ballet Florida at the Howard/Hale Dance Center.

Klein Dance also offers a variety of dance classes and is located in the Worth Professional Plaza on Second Avenue South in Lake Worth. Placement auditions for all dance students are required to determine entry level and advancement. To arrange placement auditions at Ballet Florida, call 407/842-7631. To arrange placement auditions at Klein Dance Studios, call 407/964-9779.

GENERAL EDUCATION Requirements

See Page 29

This program of study requires 18 credits.

For Humanities, History I, MUL 1010 Music Appreciation is required to meet requirements for General Education Area III.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|-----------------------------|--|----------------|--------|
| General Music Option | | | |
| | * Applied Music | 8 | |
| | Ensembles | 4 | |
| MUC 2301 | Introduction to Electronic Music I | 3 | |
| MUL 1010 | Music Appreciation | 3 | |
| MUS 0010 | Recital Seminar | 0 | |
| MUT 1111 | ** Music Theory I | 3 | |
| MUT 1112 | Music Theory II | 3 | |
| MUT 1241 | Ear Training and Sight Singing I | 1 | |
| MUT 1242 | Ear Training and Sight Singing II | 1 | |
| MVK 1111A | * Class Instruction - Piano I | 1 | |
| MVK 1111B | * Class Instruction - Piano II | 1 | |
| SPC 1050 | Voice and Diction | 3 | |
| | Music Electives | 18 | |
| Total | | 46 | |
| Grand Total | | 64 | |

Popular Music and Jazz Option

| | | | |
|-----------|---|----|--|
| | * Applied Music | 8 | |
| | Ensembles | 4 | |
| MUC 2301 | Introduction to Electronic Music I | 3 | |
| MUL1010 | Music Appreciation | 3 | |
| MUS 0010 | Recital Seminar | 0 | |
| MUT 1111 | ** Music Theory I | 3 | |
| MUT 1112 | Music Theory II | 3 | |
| MUT 1241 | Ear Training and Sight Singing I | 1 | |
| MUT 1242 | Ear Training and Sight Singing II | 1 | |
| MVK 1111A | * Class Instruction - Piano I | 1 | |
| MVK 1111B | * Class Instruction - Piano II | 1 | |
| MUC 2302 | Introduction to Electronic Music II | 3 | |
| MUT 1351 | Jazz Arranging I | 2 | |
| MUT 1352 | Jazz Arranging II | 2 | |
| MUT 2116 | Music Theory III | 3 | |
| MUT 2246 | Ear Training and Sight Singing III | 1 | |
| | Music Electives | 10 | |

Music Theater Option

| | | | |
|-----------|--|---|--|
| | * Applied Music | 8 | |
| | Ensembles | 4 | |
| MUC 2301 | Introduction to Electronic Music I | 3 | |
| MUL1010 | Music Appreciation | 3 | |
| MUS 0010 | Recital Seminar | 0 | |
| MUT 1111 | ** Music Theory I | 3 | |
| MUT 1112 | Music Theory II | 3 | |
| MUT 1241 | Ear Training and Sight Singing I | 1 | |
| MUT 1242 | Ear Training and Sight Singing II | 1 | |
| MVK 1111A | * Class Instruction - Piano I | 1 | |
| MVK 1111B | * Class Instruction - Piano II | 1 | |
| MUT 1111 | ** Music Theory I | 3 | |
| MUT 1112 | Music Theory II | 3 | |
| MUT 1241 | Ear Training and Sight Singing I | 1 | |
| MUT 1242 | Ear Training and Sight Singing II | 1 | |
| MUH 2930 | Special Topics in Music (Dance) | 2 | |
| MUN 1310 | Concert Chorus | 1 | |
| THE 1020 | Techniques of Dramatic Art | 3 | |
| TPP 2100 | Acting I | 3 | |
| TPP 2510 | Movement for the Theatre | 3 | |
| MVK 1111A | Class Instruction - Piano I | 1 | |

Ballet Option

| | | | |
|----------|---------------------------------------|----|--|
| | Dance Electives | 29 | |
| MUT 1001 | Fundamentals of Music | 3 | |
| SPC 1050 | Voice and Diction | 3 | |
| THE 1000 | Introduction to the Theater | 3 | |
| THE 1020 | Techniques of Dramatic Art | 3 | |
| TPP 2100 | Acting I | 3 | |
| TPP 2510 | Movement for the Theatre | 3 | |
| | ** Applied Music | 2 | |

* Auditions are required for placement in Applied Music courses, both class and private lessons.

** Placement examination is required for Music Theory. Students who do not qualify for Theory I are required to take MUT 1001, Fundamentals of Music.

NOTE: Attendance at the Recital Seminar is required each semester.

Water/Waste Water Management (A.S. 02-199)

This program is designed to prepare the student for employment as a supervisor of a water/waste water treatment plant or a water/waste water treatment laboratory.

GENERAL EDUCATION Requirements See Page 29
This program of study requires 18 credits.
 For mathematics, MAC 1102 Algebra for College Students is the minimum requirement for General Education Area III. Three of the science credits listed below may apply to General Education Area IV.

The following program of study is required:

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| BSC 1050 | Environmental Consertion | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |
| ECO 2013 | Principles of Macroeconomics | 3 | |
| ETD 1110C | Introduction to Technical Drawing | 2 | |
| MAN 2021 | Principles of Management | 3 | |
| MNA 2100 | Human Relations | 3 | |
| | or | | |
| PSY 2012 | General Psychology (3) | | |
| MNA 2345 | Principles of Supervision | 3 | |
| MAC 1114 | Trigonometry | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| | Electives | 3 | |

+ Science Electives

| | | | |
|--------------|-------------------------------------|-----------|--|
| BSC 1010 | General Biology | 3 | |
| CHM 1015 | Introduction to Chemistry | 3 | |
| Total | | 64 | |

Electives

| | | | |
|-----------|---------------------------------------|---|--|
| EET 1104 | Basic Electronics | 3 | |
| SUR 1101C | Basic Surveying and Mapping | 4 | |

Credit awarded upon review and evaluation of C, B and A level Water/Waste Water Florida Certificates. Maximum allowable credit is as follows:

| | |
|---|----|
| "C" level certificate | 5 |
| "B" level certificate | 5 |
| "A" level certificate | 5 |
| College credit classes | 49 |
| Certificate credit equivalent | 15 |

NOTE: The award of credit is not automatic and will only be processed upon evaluation by the dean of vocational education and the student obtaining 15 college credits in residency at PBCC. (See Water Technology page 76.)

Chemistry Pre-professional (A.A. 04-078)

This curriculum is designed to meet the requirements of the first two years of a four-year pre-professional degree. Students who have completed the four-year degree are eligible for admission to medical, dental, pharmacy, veterinary or podiatric schools. The student is encouraged to identify a university of choice for completion of the degree so that curriculum adjustments can be made to meet that specific university's requirements.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

For mathematics, MAC 1102 Algebra for College Students and MAC 1114 Trigonometry are the minimum level to complete for Area III. Six of the Science credits in the following list may be applied to General Education Area IV.

The following are strongly recommended:

| Course | Title | Semester | Hours | Credit |
|-----------|---|----------|-------|--------|
| BSC 1010 | Principles of Biology | | 3 | |
| BSC 1010L | Principles of Biology Laboratory | | 1 | |
| CHM 1041 | General Chemistry II | | 3 | |
| CHM 1041L | General Chemistry II Laboratory | | 1 | |
| MAC 1102 | Algebra for College Students | | 3 | |
| ZOO 1010 | General Zoology Lecture | | 3 | |
| ZOO 1010L | General Zoology Laboratory | | 1 | |
| CHM 2046 | General Chemistry III | | 3 | |
| CHM 2046L | General Chemistry III Laboratory | | 1 | |
| MAC 1114 | Trigonometry | | 3 | |
| | Physical Education | | 2 | |
| CHM 2210 | Organic Chemistry I | | 3 | |
| CHM 2210L | Organic Chemistry I Laboratory | | 1 | |
| PHY 2048 | * General Physics w/Calculus I | | 4 | |
| | or | | | |
| PHY 2053 | General Physics I | | 4 | |
| PHY 2048L | General Physics I Laboratory | | 1 | |
| BOT 1010 | General Botany I | | 3 | |
| BOT 1010L | General Botany I Laboratory | | 1 | |
| | or | | | |
| ZOO 2713 | Comparative Vertebrate Anatomy | | 3 | |
| ZOO 2713L | Comparative Vertebrate Anatomy Laboratory | | 1 | |
| CHM 2211 | Organic Chemistry II | | 3 | |
| CHM 2211L | Organic Chemistry II Laboratory | | 1 | |
| PHY 2049 | General Physics w/Calculus II | | 4 | |
| PHY 2049L | General Physics w/Calculus II Lab | | 1 | |
| | or | | | |
| PHY 2054 | General Physics II | | 4 | |
| PHY 2049L | General Physics II Laboratory | | 1 | |

* If Physics with Calculus is taken, then Calculus with Analytic Geometry I must be taken concurrently.

Dental Hygiene (A.S. 07-151)

The Dental Hygiene program is accredited by the ADA Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. The program leads to an AS degree and is approximately 21 months in length, not including the time necessary to complete the listed general education and non-technical program core courses. It begins with the fall term of each year, and is structured as a daytime program only. Graduates are eligible to take National and State or Regional Board Examinations to become licensed dental hygienists.

Courses may articulate from an ADA Commission on Dental Accreditation dental assisting program, and a possibility of up to 20 credit hours may be accepted toward the AS degree in dental hygiene. The Expanded Function Certificate of 200 hours earned from an accredited program as of January 20, 1990 or later will be accepted. Students from other formal dental programs may be given credit for their experience through challenge or other means of evaluation.

All dental hygiene courses must be taken in sequence, and a grade of C or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of C or better must also be earned in all remaining course requirements for the AS degree in dental hygiene. Dental science courses must have been taken within the past five years, or qualify for acceptance by challenge examination.

DENTAL HYGIENE ADMISSIONS - LIMITED ACCESS PROGRAM

The following **minimum** criteria are established to be eligible for placement in the selection pool, and **must be met by the application deadline date**. Meeting minimum criteria for selection does not guarantee admission to the Dental Hygiene program. Final selection will be made using a point system which credits the number of required general education and non-technical program core courses completed at the time of application (see lists at end of this section), grade point average of required basic sciences completed by the time of application (all attempts), dental assistant work experience, formal education in dental assisting, and completion of any or all of the non-required courses HSC 1000, HSC 1400, HSC 2100, HSC 2531, or SLS 1501. For further details regarding the point system, see the PBCC Dental Hygiene application form, or contact the Allied Health Division Office at 439-8095.

If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Hygiene application package (including transcripts) to the Limited Access Program office on Central Campus by May 15 of each year in order to be eligible for consideration for selection into the program. The application fee is non-refundable. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit an application fee.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Central Campus.

4. **Cumulative Grade Point Average**

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. **Placement Test Scores**

Placement tests must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed **by the application deadline**. Completion with a grade of C or higher of a minimum of three college credits in Math and/or English may be used in lieu of placement test scores is necessary to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria. In addition, all students accepted into the program will be required to take the Test of Adult Basic Education (TABE) prior to the first day of class for purposes of academic advising. Contact Central Campus testing center to determine testing dates.

6. **Medical Exam**

Not required for application to this program (see 8.C. and 8.D. below).

7. **Program Interview/Counseling**

All students are strongly urged to speak with a staff member in the program as early as possible prior to application. Call 439-8095 for an appointment.

8. **Special Notes**

- Applicants who have completed an articulated, accredited dental assisting program at this or another state of Florida institution must have passed all courses in that program with a grade of C or higher to be considered for selection for admission.
- Except for applicants mentioned in **a. above**, all students accepted into the program must have completed all required natural science courses with a grade of C or better **prior to the beginning of the Dental Hygiene program** (see list of required sciences at the end of this section).
- Once **officially accepted** into the Dental Hygiene program, a dental and medical examination on PBCC Allied Health examination forms dated within one year prior to the start of the program must be submitted by the applicant.
- All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against communicable diseases, **including hepatitis B**. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- Certification in cardiopulmonary resuscitation (Level C: for **Health Care Providers**) must be current by the beginning of the program. Check with the program if information is needed regarding where and how to obtain certification.
- If a student has withdrawn from or received a grade of less than C in a Dental Hygiene program course and wishes to re-enter the program, he/she must reapply for a position in the following year's class on a space-available basis. That student will then be required to: 1) repeat the failed or withdrawn course and 2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA he/she may not re-enter the program.

The following may be taken in advance of application/selection to the Dental Hygiene program (see the paragraph "Dental Hygiene Admissions" on page 61). All must be completed with a grade of C or better in order to graduate:

GENERAL EDUCATION Requirements See Page 29

This program of study requires 18 credits.

Three of the Science credits that follow may apply to General Education Area IV.

General Education Course Requirements:

| Course | Title | Semester Hours | Credit |
|--------------|-------------------------------------|----------------|-----------|
| SPC 1600 | Fundamentals of Speech | 3 | |
| SYG 2000 | Introduction to Sociology | 3 | |
| ENC 1101 | Freshman Communications I | 3 | |
| | * Mathematics | 3 | |
| | ** Humanities | 3 | |
| Total | | | 15 |

* May use any math course listed for the AA degree

** May use any humanities course listed for the AA degree

Non-Technical Program Core Requirements:

| Course | Title | Semester Hours | Credit |
|--------------|---------------------------------|----------------|----------|
| HUN 1201 | Elements of Nutrition | 3 | |
| PSY 2012 | General Psychology | 3 | |
| Total | | | 6 |

Natural Science Core Requirements:

(Must have been completed within five years of the application deadline date.) Three (3) credits from this group satisfy the A.S. degree general education science course requirement:

| | | | |
|--------------|--|---|-----------|
| BSC 1085 | Anatomy and Physiology I | 3 | |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 | |
| BSC 1086 | Anatomy and Physiology II | 3 | |
| BSC 1086L | Anatomy and Physiology II Laboratory | 1 | |
| CHM 1015 | Principles of Chemistry | 3 | |
| MCB 1000 | Microbiology | 3 | |
| MCB 1000L | Microbiology Laboratory | 1 | |
| Total | | | 15 |

Technical Program Core Requirements:**Freshman Year****Fall**

| Course | Title | Semester Hours | Credit |
|--------------|---|----------------|-----------|
| DEH 1001 | * Introduction to Clinical Procedures | 3 | |
| DEH 1001L | * Introduction to Clinical Procedures Lab | 1 | |
| DES 1200C | * Dental Radiology Lecture & Lab | 3 | |
| DES 1100C | * Dental Materials | 3 | |
| DEH 1820 | * Office Emergencies Lecture | 1 | |
| DES 1020 | * Dental Anatomy | 3 | |
| DEH 1003 | Dental Hygiene Instrumentation | 1 | |
| DEH 1003L | Dental Hygiene Instrumentation Lab | 2 | |
| Total | | | 17 |

Winter

| Course | Title | Semester Hours | Credit |
|--------------|---|----------------|-----------|
| DEH 2722 | * Preventive Dentistry | 2 | |
| DEH 1530C | Expanded Functions | 2 | |
| DES 2050 | Pharmacology | 2 | |
| DES 1030 | Oral Embryology and Histology | 1 | |
| DEH 1800 CA | Dental Hygiene I | 5 | |
| Total | | | 12 |

Summer A

| Course | Title | Semester Hours | Credit |
|-----------|-----------------------------|----------------|--------|
| DEH 1802C | Dental Hygiene II | 2 | |

Sophomore Year

Fall

| Course | Title | Semester Hours | Credit |
|--------------|--------------------------------------|----------------|--------|
| DEH 2900 | Compromised Patient | 1 | |
| DES 2047 | General and Oral Pathology | 2 | |
| DEH 2603 | Periodontology | 2 | |
| DEH 2701 | Community Dentistry | 2 | |
| DEH 2804C | Dental Hygiene III | 5 | |
| Total | | 12 | |

Winter

| Course | Title | Semester Hours | Credit |
|--------------------|---|----------------|--------|
| DEH 2830 | * Office Management | 1 | |
| CGS 1060 | * PC Starter | 1 | |
| DEH 2702L | Community Dentistry Practicum | 1 | |
| DEH 2806C | Dental Hygiene IV | 6 | |
| Total | | 9 | |
| Grand Total | | 88 | |

Update in Clinical Skills (DEH 2807L): Two credits. Designed for recent graduates of PBCC dental hygiene program. Offered fall and winter. Call 439-8097 for details.

*Will articulate from PBCC Dental Assisting program.

Dietetics/Foods and Nutrition (A.A. 27-074)

A suggested curriculum for students who are interested in university preparation for professional positions in nutrition and dietetics, including coordinated undergraduate program. It allows students to fulfill their basic requirements before transferring to the upper-level university (in Florida: Florida International University).

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

Six of the Science credits from the following list may be applied to General Education Area IV.

The following are strongly recommended:

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|--------|
| CHM 1040 | General Chemistry I | 3 | |
| CHM 1041 | General Chemistry II | 3 | |
| CHM 1041L | General Chemistry II Laboratory | 1 | |
| CHM 2046 | General Chemistry III | 3 | |
| CHM 2046L | General Chemistry III Laboratory | 1 | |
| FSS 1210C | Basic Food Preparation | 3 | |
| HUN 1201 | Elements of Nutrition | 3 | |
| CHM 2210 | Organic Chemistry I | 3 | |
| CHM 2210L | Organic Chemistry I Laboratory | 1 | |
| CHM 2211 | Organic Chemistry II | 3 | |
| CHM 2211L | Organic Chemistry II Laboratory | 1 | |
| FSS 1221C | Quantity Food Production | 4 | |
| MCB 1000 | Microbiology | 3 | |
| MCB 1000L | Microbiology Laboratory | 1 | |
| PSY 2012 | General Psychology | 3 | |
| | Physical Education | 2 | |

Dietetic Technician (A.S. 27-512)

This program prepares students for a career as a Dietetic Technician, who provides food service management or nutritional care services to individuals and groups under the supervision of a Registered Dietitian (R.D.). The curriculum has been developed along the guidelines of the American Dietetic Association.

Upon successful completion of this program, students may fill positions in health care and educational facilities, such as hospitals, skilled nursing facilities, schools, residential and group care facilities, day care centers and community agencies.

Requirements for Consideration for Selection Program

The following criteria are established to be eligible for placement in the selection pool. Meeting criteria for selection does not guarantee admission to the Dietetic Technician program. Final selection will be based on the applicant pool, which is contingent on the number of field experience sites available to the students.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dietetic Technician application package directly to the Dietetic Technician program leader by November 1 of each year in order to be eligible for consideration for selection into the program which begins the following January.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Central Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement test must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection criteria.

6. Medical Exam

Not required for application to the program (see 8.C. below)

7. Program Interview

The applicant must have an interview with the Dietetic Technician program leader on Central Campus prior to application. Telephone 439-8126 for an appointment.

8. Special Notes

- The applicant must have completed HUN 1201 and FSS 1210C with a grade of C or higher. If presently taking these courses, mid-term grades will be used, and acceptance to the program will be conditional on completion of the courses with a grade of C or higher.

- b. Preference in selection will be given to applicants who have work or volunteer experience in either health care or food service.
- c. Once **officially accepted** into the Dietetic Technician program, a medical examination dated within one year prior to the start of the program must be submitted by the applicant.
- d. Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a current health and accident policy during each enrollment period.

GENERAL EDUCATION Requirements **See Page 29**
This program of study requires 18 credits.
 In Science, BSC 1010 Principles of Biology may be applied to General Education Area IV.

The following program of study is required:

General Education/Non-Technical Core Requirements

| | | |
|----------|---|---|
| ENC 1101 | Freshman Communications I | 3 |
| SPC 1600 | Fundamentals of Speech | 3 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| | OR | |
| HSC 1000 | Introduction to Health Care | 3 |
| SYG 1400 | Introduction to Social Science | 3 |
| | OR | |
| SYG 2000 | Introduction to Sociology | 3 |
| | * AS Degree Math Requirement | 3 |
| | ** AS Degree Humanities Requirement | 3 |
| PSY 2012 | General Psychology | 3 |
| BSC 1010 | Principles of Biology | 3 |
| CGS 1361 | Introduction to Computers | 3 |

Electives:

Three credits of which must be selected from the following:

| | | |
|----------|-----------------------------------|---|
| HSC 2531 | Medical Terminology | 3 |
| HSC 2140 | Drug Education | 3 |
| FOS 1201 | Food Service Sanitation | 2 |
| HLP 1081 | Physical Fitness | 1 |
| | Elective Credits | 6 |

* May use any math course listed for the AA degree.

** May use any humanities course listed for the AA degree.

Program Core Requirements:

| Course | Title | Semester Hours | Credit |
|--------------|--|----------------|-----------|
| HUN 1201 | Elements of Nutrition | 3 | |
| FSS 1210 | Basic Food Preparation | 3 | |
| DIE 1412 | Dietetic Technician I (Introduction) | 3 | |
| DIE 1419 | Practicum I | 3 | |
| FSS 1221C | Quantity Food Production I | 4 | |
| HUN 1501 | Community Nutrition | 3 | |
| DIE 2211 | Dietetic Technician II (Clinical) | 3 | |
| DIE 2270 | Practicum II | 3 | |
| DIE 2120 | Dietetic Technician III (Administration) | 4 | |
| DIE 2170 | Practicum III | 3 | |
| Total | | | 64 |

Emergency Medical Service Management
(A.S. 27-449)

TP‡

This program is designed for the individual who wishes to increase his/her knowledge of scientific principles related to paramedic skills. The graduate will obtain the needed knowledge and skills in management and human relations.

Also see the Paramedic Certificate Program.

Requirements for Consideration for Selection:

1. **Special Application and Deadline(s)**
 The applicant must submit a completed Paramedic program application package to the Limited Access program office on Central Campus by either April 15 (first selection) or May 17 (second selection) of each year in order to be eligible for consideration for selection into the program, which begins in the summer B term of each year.
2. **Academic High School Diploma or GED**
 Proof of an academic high school diploma or an English language GED certificate must be submitted.
3. **Transcripts**
 Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Central Campus.
4. **Cumulative Grade Point Average**
 Not applicable.
5. **Placement Test Scores**
 Placement tests must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the **application deadline**. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.
6. **Medical Exam**
 Not required for application to this program (see 8.A., 8.B. and 8.C. below).
7. **Program Interview/Counseling**
 Not applicable.
8. **Special Notes**
 - a. Once **officially accepted** into the Paramedic program, a medical examination on a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
 - b. Evidence will have to be provided indicating that the student's physical condition will allow him/her to satisfactorily perform paramedic competencies, including the ability to lift 100 pounds.
 - c. All accepted applicants into the Paramedic program are strongly encouraged to be currently immunized against communicable diseases, including **hepatitis B**. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
 - d. All accepted Paramedic program applicants will be required to be fit-tested for a HEPA mask as barrier protection against tuberculosis.

- e. Emergency Medical Technician (EMT) licensure or passing EMT test results must be submitted to be eligible for selection.
- f. Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a valid and current health and accident policy during each enrollment period.

GENERAL EDUCATION Requirements See Page 29
This program of study requires 18 credits.

The following program of study is required:
Program Core Requirements:

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|--------|
| EMS 1119C | * Emergency Medical Service Technology . . . | 8 | |
| EMS 1271 | Paramedic I | 2 | |
| EMS 1271L | Paramedic Skills I Laboratory | 3 | |
| EMS 1272 | Paramedic II | 6 | |
| EMS 1272L | Paramedic Skills II Laboratory | 2 | |
| EMS 1294L | Clinical/Field Rotation I | 7 | |
| EMS 1273 | Paramedic III | 6 | |
| EMS 1273L | Paramedic Skills III Laboratory | 2 | |
| EMS 1295L | Clinical/Field Rotation II | 7 | |

* These credits awarded to holders of current Florida State Certified EMT Certificate

EDUCATION TRACK:

| | | | |
|----------|-------------------------------------|---|--|
| EDF 1005 | Foundations of Education | 3 | |
| FFP 2150 | Instructional Methodology | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |

SUPERVISORY TRACK:

| | | | |
|----------|-------------------------------------|---|--|
| MNA 2345 | Principles of Supervision | 3 | |
| MNA 2100 | Human Relations | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| CGS 1361 | Introduction to Computers | 3 | |

TECHNOLOGY TRACK:

| | | | |
|--------------|--|-----------|--|
| BSC 1085 | Anatomy and Physiology I | 3 | |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 | |
| BSC 1086 | Anatomy and Physiology II | 3 | |
| BSC 1086L | Anatomy and Physiology II Laboratory | 1 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| CGS 1060 | PC Starter | 1 | |
| Total | | 73 | |

Elective

| | | | |
|----------|---------------------------------|---|--|
| EMS 1331 | Aeromedical Transport | 3 | |
|----------|---------------------------------|---|--|

* These credits will be awarded to individuals who possess a current Florida State Certified EMT Certificate.

** FFP 2100 and FFP 2410 may be substituted with approval by division chair.

Health Education (A.A. 23-226)

This suggested curriculum provides university-parallel courses to meet the needs of students who are interested in university preparation for professional health education positions in voluntary, industrial, federal or public health agencies; teaching health science at the elementary, secondary, college or university levels; emergency care

agencies; and patient education in hospitals, clinics or health maintenance organizations.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Students should review the catalog of the university to which they plan to transfer as entry requirements vary from school to school. Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

Six of the Science credits in the following list may be applied to General Education Area IV. Some colleges offering Health Education recommend BSC 1085 and BSC 1085L in addition to the following requirements.

The following are strongly recommended:

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|--------|
| BSC 1010 | Principles of Biology | 3 | |
| BSC 1010L | Principles of Biology Laboratory | 1 | |
| POS 1001 | Introduction to Political Science | 3 | |
| ZOO 1010 | General Zoology Lecture | 3 | |
| ZOO 1010L | General Zoology Laboratory | 1 | |
| CHM 1015 | Principles of Chemistry | 3 | |
| HUN 1201 | Elements of Nutrition | 3 | |
| PSY 2012 | General Psychology | 3 | |
| CLP 2002 | Personality Development and Adjustment | 3 | |
| HSC 1400 | Standard First Aid and CPR | 1 | |
| HSC 2204 | Community Health Education | 3 | |
| PHI 1100 | The Art of Thinking | 3 | |
| | Physical Education | 2 | |
| | Elective | 3 | |

Medical Technology (A.A. 27-036)

This is a pre-medical technology program for students who are planning to apply to an upper-division institution that offers a BS degree in that discipline. In all cases, the student must correspond with the school to which he/she is planning to apply in order that he/she may know the specific requirements for admission.

Some colleges offering Medical Technology recommend some of the following courses in addition to the following requirements: BOT 1010, BOT 1010L, CGS 1361, PHI 1000 and STA 2014.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

For mathematics, MAC 1102 Algebra for College Students and MAC 1114 Trigonometry are the minimum level to complete for Area III. Six of the Science credits in the following list may be applied to General Education Area IV.

The following are strongly recommended:

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|--------|
| BSC 1010 | Principles of Biology | 3 | |
| BSC 1010L | Principles of Biology Laboratory | 1 | |
| CHM 1041 | General Chemistry II | 3 | |
| CHM 1041L | General Chemistry II Laboratory | 1 | |
| CHM 2046 | General Chemistry III | 3 | |

| | | |
|-----------|--|---|
| CHM 2046L | General Chemistry III Laboratory | 1 |
| MAC 1102 | Algebra for College Students | 3 |
| MAC 1114 | Trigonometry | 3 |
| ZOO 1010 | General Zoology Lecture | 3 |
| ZOO 1010L | General Zoology Laboratory | 1 |
| CHM 2210 | Organic Chemistry I | 3 |
| CHM 2210L | Organic Chemistry I Laboratory | 1 |
| CHM 2211 | Organic Chemistry II | 3 |
| CHM 2211L | Organic Chemistry II Laboratory | 1 |
| PHY 2053 | General Physics I | 4 |
| PHY 2048L | General Physics I Laboratory | 1 |
| PHY 2054 | General Physics II | 4 |
| PHY 2049L | General Physics II Laboratory | 1 |

Nursing**TP‡**

The Nursing department at Palm Beach Community College offers two programs: the AS degree in Nursing and the AA Pre-Nursing degree.

Nursing (A.S. 13-301)**TP‡**

The AS degree program is designed to provide educational and clinical experiences leading to preparation for beginning positions as technical nurses in hospitals or comparable facilities. Upon graduation, students are awarded an associate degree and are eligible to take the National Council Licensing Exam (NCLEX) to become a registered nurse (RN). Any individual with an arrest record is advised to seek counseling regarding possible limitations towards licensure prior to applying for entrance. The program is approved by the Florida State Board of Nursing.

Available within this program is admission as either a beginning (generic) or an LPN/transfer student. Since nursing is a Limited Access Program, entrance requirements are the same; however the process is different.

Generic students submit information and documents directly to the Palm Beach Community College Limited Access Program Office.

LPN/transfer students submit college application and transcripts to the Admissions Office, and all other information directly to the Palm Beach Community College Nursing Department.

Nursing Admissions - Limited Access Program

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing Program. Final selection will be made using a point system which credits former college education; nursing program general education requirements completed; cumulative grade point average; NLN Pre-Admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the PBCC Nursing application form.) **These criteria supersede any previous information.**

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

It is strongly recommended that students interested in applying to the nursing program attend a group-information session. Contact the Nursing Office for details.

1. Special Application and Deadline(s)**a. Generic Students**

Must submit a completed Palm Beach Community College

Nursing Program application to the Limited Access program office (Central Campus) by March 1 for fall term or October 1 for winter term.

b. LPN/Transfer Students

Must submit Palm Beach Community College's general admission application to the College Admissions Office and send the Nursing department a letter of intent.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Central Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least a 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and Math courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits for math and for English courses may be used in lieu of placement scores for eligibility for consideration for selection into the program. Placement scores are required prior to graduation.

6. Medical Exam

See 8.g. (3) below.

7. Program Interview/Counseling**a. Generic Students**

All prospective students are expected to attend a group information session prior to application. Contact the nursing office for information.

b. LPN/Transfer Students

After submitting the letter of intent, make an appointment with the Nursing Education coordinator for counseling.

8. Special Notes**a. NLN Pre-admission Exam**

Applicants must have NLN Pre-admission test scores on file in the Admissions Office. Information regarding testing dates is available through the Limited Access Program Office or the Testing Center.

b. The following courses must be completed with a "C" or better prior to submitting an application for consideration:**(1) Chemistry:**

One year of high school chemistry or one semester of college chemistry (CHM 1015 or its equivalent).

(2) Ratio & Proportion:

Completion of college-level Ratio & Proportion (MGF 1109).

(3) Anatomy & Physiology

Completion of college-level Anatomy and Physiology I (lecture and lab--BSC 1085 and BSC 1085L or equivalent) completed within the last 10 years.

(4) HSC 1000 - Introduction to Health Care:

Completion of the high school Tech Prep curriculum or college Introduction to Health Care (HSC 1000).

*****Applies to students applying for entrance deadline March 1, 1997.**

c. **LPN Applicants Only** (in addition to 8 (b) above)

- (1) **LPN License:** Documentation of a valid Florida license
- (2) **LPN Competencies:** Documentation of one of the following:

(a) Six months LPN work experience within the last five years

(OR)

(b) Graduation from LPN school within the past six months.

(3) **Credit for NUR 1023C:**

Successful completion of the NUR 1023C challenge exam with at least a "C" entitles applicant to eight credits. There is a fee for this exam, and it is arranged through the Nursing Office.

d. **Transfer Students**

Nursing courses can be challenged. Submit course syllabi to the Nursing department for review.

e. **Challenge Credit**

If previous experience and academic preparation warrants, any student may challenge nursing and other general education courses through challenge and/or CLEP exams. Challenge exams **MUST** be arranged through the Nursing department. CLEP exams are arranged with the Testing Center.

PBCC is a participating institution for the ACT-PEP exams. Selected ones are acceptable at admission. Contact the Nursing Department for specifics.

f. **Readmissions**

Students who have been academically dismissed from PBCC's Nursing program may reapply only after successful completion of an LPN program. Application is the same as stated above for LPNs. (See Nursing Student Handbook for progression statement.)

ALL of the above **REQUIREMENTS** must be **COMPLETE BEFORE** the applicant will be **CONSIDERED FOR SELECTION**.

- g. After admission and before beginning any nursing course sequence, the following documentation must be provided to the Nursing department:

- (1) Proof of medical/accident insurance during each enrollment period.
- (2) Valid CPR certificate.
- (3) Medical exam form completed (including immunizations and/or titers).

- h. Nursing courses are taken in the sequence of Concepts; Adult Health Nursing I & II; Adult Health Nursing III & Mental Health Nursing; and Maternal/Neonatal & Child Health Nursing. Courses are interchangeable only within the semester. (**Begins with class entering August 1995.**)

General Education courses must be taken in their course sequencing but can be taken concurrently or prior to the nursing courses.

- i. The student must maintain at least a "C" in all nursing courses (both didactic and clinical), Anatomy/Physiology and Microbiology lecture and labs to continue in the program.

- j. For admission, progression and completion of the nursing program, the academic unit will evaluate the following areas of competency: emotional, perceptual, cognitive, functional and physical. Reasonable accommodation will be made on an individual basis in accordance with the adaptations set forth in the "Essential Competency Study" of the National Council of State Boards of Nursing, Inc. (Chornick, 1994). For further information, contact the Nursing Office.

GENERAL EDUCATION Requirements See Page 29

This program of study requires 18 credits.

For Area I, SPC 1600 Fundamentals of Speech, is the requirement instead of HSC 2100 Health Concepts and Strategies.

The following program of study is required and includes the 18 minimum General Education requirements:

Pre-requisites: (See preceding "Special Notes" 8.b) 5 credits

Requirements:

General Education -

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|-----------|
| BSC 1086 | Anatomy and Physiology II | 3 | |
| BSC 1086L | Anatomy and Physiology II Laboratory | 1 | |
| MCB 1000 | Microbiology | 3 | |
| MCB 1000L | Microbiology Laboratory | 1 | |
| HSC 1004 | Introduction to Developmental Concepts | 2 | |
| SYG 2000 | Introduction to Sociology | 3 | |
| | or | | |
| SYG 1440 | Introduction to Social Science (3) | | |
| ENC 1101 | Freshman Communications I | 3 | |
| SPC 1600 | Fundamentals of Speech | 3 | |
| | * Humanities Elective | 3 | |
| | ** Math Elective | 2 | |
| | | | 29 |

Nursing**FIRST YEAR**

| | | |
|-----------|--|-----|
| NUR 2000 | + Introduction to Professional Nursing | (1) |
| NUR 1023C | Nursing Concepts | 7 |
| NUR 1210C | Adult Health Nursing I | 6 |
| NUR 1211C | Adult Health Nursing II | 6 |

SECOND YEAR Nursing courses can **ONLY** be taken **AFTER SUCCESSFUL COMPLETION** (minimum grade of "C") of Anatomy/Physiology II and Microbiology lecture and laboratory, completed within the last 10 years; and Introduction to Developmental Concepts for Health Care Providers.

SECOND YEAR

(Semester I)

| | | |
|-----------|------------------------------------|---|
| NUR 2214C | Adult Health Nursing III | 6 |
| NUR 2520C | Mental Health Nursing | 6 |

(Semester II)

| | | |
|-----------|--|---|
| NUR 2310C | Child Health Nursing | 6 |
| NUR 2421C | Maternal/Neonatal Health Nursing | 6 |

43

GRAND TOTAL

72 (73)

* Humanities electives = music, literature and/or art courses.

** Math elective = MGF 1111, 1112, STA 1021--two of these one credit courses or MGF 1104, MAC 1102.

+ LPN ONLY, prior to or concurrent with first nursing course.

Pre-Nursing (A.A. 13-302)

This program is intended to give the student the first two years of a four-year program leading to a bachelor's degree in nursing (BSN). Since requirements of colleges vary, students are encouraged to obtain a catalog of the senior college to which they intend to transfer and consult with the dean of that school of nursing to obtain optimum choice of the courses at PBCC. In some cases, it may be advisable to transfer at the end of the first year.

Pre-nursing admissions, Associate in Arts

Admission to the college through the college admission process is all that is required. Students DO NOT APPLY through the Limited-Access program office. See catalog - "Admissions."

Any individual with an arrest record is advised to seek counseling regarding possible limitations towards licensure prior to applying for entrance.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

For mathematics, MAC 1102 Algebra for College Students and STA 2014 Statistics are the minimum requirements to be applied to General Education Area III. Six of the Science credits listed below may apply to General Education Area IV.

The following are strongly recommended:

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| MAC 1102 | Algebra for College Students | 3 |
| STA 2014 | Statistics | 3 |
| BSC 1085 | Anatomy & Physiology I | 3 |
| BSC 1085L | Anatomy & Physiology I Lab | 1 |
| BSC 1086 | Anatomy & Physiology II | 3 |
| BSC 1086L | Anatomy & Physiology II Lab | 1 |
| MCB 1000 | Microbiology | 3 |
| MCB 1000L | Microbiology Lab | 1 |
| CHM 1040 | General Chemistry I | 3 |
| CHM 1041 | General Chemistry II | 3 |
| CHM 1041L | General Chemistry II Lab | 1 |
| PSY 2012 | General Psychology | 3 |
| PHI 1000 | Introduction to Philosophy | 3 |
| CGS 1361 | Introduction to Computers | 3 |
| HUN 1201 | Elements of Nutrition | 3 |
| NUR 2130 | Human Growth & Development | 3 |
| | Physical Education Electives | 2 |

66

NOTE: High school or college foreign language equivalent to eight semester hours is required for admission to all Florida state colleges.

Occupational Therapy (A.A. 27-237)

This is a Pre-Occupational Therapy program for students who are planning to apply to a program that offers a BS in Occupational Therapy. In Florida, such programs are offered at the University of Florida, Florida International University and Florida Agriculture and Mechanical University.

Students should review the catalog of the university to which they plan to transfer as entry requirements vary from school to school. Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

For mathematics, STA 2014 Statistics may apply three credits to the General Education Area III requirement. For Science, BSC 1085 and BSC 1085L may apply four credits to the General Education Area IV requirement.

The following are strongly recommended:

| Course | Title | Semester Hours Credit |
|-------------------|--|-----------------------|
| CGS 1361 | Introduction to Computers (3) or | |
| COP 1170 | Basic Language Programming | 3 |
| OTH 1001 | Introduction to Occupational Therapy | 3 |
| PSY 2012 | General Psychology | 3 |
| CLP 2002 | Personality Development and Adjustment | 3 |
| DEP 2102 | Child Growth and Development | 3 |
| STA 2014 | Statistics | 3 |
| BSC 1085 | Anatomy and Physiology I | 3 |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 |
| | Electives | 12 |
| *Electives | | |
| ANT 2000 | Introduction to Anthropology | 3 |
| ART 1100C | Introduction to Crafts | 3 |
| ART 1110C | Introduction to Ceramics | 3 |
| REL 2300 | Introduction to Major Religions of the World | 3 |

Occupational Therapy Assistant (A.S. 27-240)

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (OTR), providing treatment to patients with physical or psychological disabilities. The assistant may also work independently in programs to prevent disability and maintain health. The curriculum has been developed according to the essentials (guidelines) developed by the American Occupational Therapy Association. The Occupational Therapy Assistant program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in conjunction with the Accreditation Committee of the American Occupational Therapy Association. Graduates are eligible to take the national certification examination given by the American Occupational Therapy Certification Board. When they have passed the certification examination, they are eligible for licensure in the State of Florida.

OTA ADMISSIONS - LIMITED ACCESS PROGRAM

To be eligible for consideration for selection, applicants for the Occupational Therapy Assistant program must meet the following **minimum** criteria. The application and all supporting documentation must be received by the Limited Access Program office on Central Campus by May 16. Meeting minimum criteria for selection does not guarantee admission to the program. Final selection will be made using a point system which credits former college education, cumulative grade point average and required general education and non-technical program core courses completed by the time of application. (For details regarding the point system see the PBCC OTA application form.) These criteria supersede any previous information.

If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application

Submit a completed Occupational Therapy Assistant application and fee to the Limited Access Program office on Central Campus. The application fee is non-refundable. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit an application fee.

2. Academic High School Diploma or GED

All applicants must have received an academic high school

diploma from an accredited institution or a state high school equivalency diploma (GED in English).

3. Transcripts

Official transcripts showing high school graduation or GED results and **all** previous college work must be received by the Registrar's Office at the Central Campus no later than May 16 in order to remain eligible for consideration for selection.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement test must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

6. Prerequisites

- Each applicant must submit a transcript (see #3 above) showing completion within five years of the application deadline date of Anatomy & Physiology I and the lab (BSC 1085 and 1085L or equivalent courses) with a grade of C or higher.
- Documentation of three different eight-hour periods of observation experience from Occupational Therapy facilities is required. The applicant may obtain this experience from any three of the following areas: geriatric facilities, acute care hospitals, rehabilitation hospitals, mental health facilities, sports medicine or hand clinics, pediatric facilities, outpatient facilities, work-hardening facilities or private practice. A form for obtaining documentation by an OT supervisor from each of the three choices of clinical settings is provided as part of the application package. If the applicant is currently employed in an occupational therapy setting, 16 hours from that setting, plus eight hours from another area, may be used to satisfy this requirement.

7. Medical Exam

Not required for application to this program (see 9.a. and 9.b. below).

8. Program Interview/Counseling

It is recommended that each student contact the OTA department for pre-academic counseling **prior to application**. Please call 439-8094 to schedule an appointment.

9. Special Notes

- Once officially accepted** into the Occupational Therapy Assistant program, a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
- All accepted applicants for the OTA program are strongly encouraged to be currently immunized against communicable diseases, **including hepatitis B**. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a valid and current health and accident policy during these periods.

GENERAL EDUCATION Requirements See Page 28

This program of study requires 18 credits.

For Science, BSC 1085 Anatomy and Physiology I with Lab is required and may apply to General Education Area IV.

Program Core Requirements:

| Course | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| BSC 1085 | Anatomy and Physiology I Lecture | 3 |
| BSC 1085L | Anatomy and Physiology I Lab | 1 |
| OTH 1001 | Introduction to Occupational Therapy | 3 |
| OTH 1800C | Occupational Therapy Practicum I | 2 |
| DEP 2102 | Child Growth and Development | 3 |
| LEI 2700C | Recreation for the Aged and Special Population | 3 |
| SYG 1230 | American Minorities Today | 3 |
| OTH 1300C | Psychiatric Occupational Therapy | 3 |
| OTH 2410 | Introduction to Human Disease | 3 |
| OTH 1014C | Kinesiology for Occupational Therapy | 2 |
| OTH 1121C | Therapeutic Media (for OTA only) | 2 |
| OTH 1520C | Pediatric Occupational Therapy | 3 |
| OTH 1802 | Occupational Therapy Practicum II | 1 |
| OTH 2100C | Occupational Therapy Activities Laboratory | 3 |
| OTH 2420 | Occupational Therapy for the Physically Disabled | 3 |
| OTH 2710 | Seminar for Clinical Practice - OTA | 1 |
| OTH 2840 | Supervised Clinical Practice I | 5 |
| OTH 2841 | Supervised Clinical Practice II | 5 |
| SPC 1600 | Fundamentals of Speech | 3 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| PSY 2012 | General Psychology | 3 |

NOTE: *Anatomy and Physiology I with Lab is a prerequisite for program application.*

Total

70

Physical Therapy (A.A. 27-228)

This is a Pre-Physical Therapy program for students planning to apply to a professional Physical Therapy program. In Florida, the professional Physical Therapy programs are located at University of Florida, University of Miami, Florida International University, Florida A and M University, University of North Florida and University of Central Florida. In all cases, the student must correspond with the school to which he/she is planning to transfer in order that he/she may know the specific requirements.

Sixty (60) college level credit hours are required for completion of an associate in arts degree (AA). Consultation with an adviser is essential to ensure proper sequence of courses.

GENERAL EDUCATION Requirements

See Page 28 (Minimum) 36 credits

For mathematics, MAC 1102 Algebra for College Students and STA 2014 Statistics are the minimum level to complete for Area III. Six of the Science credits in the following list may be applied to General Education Area IV.

The following are strongly recommended:

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| BSC 1010 | Principles of Biology | 3 |
| BSC 1010L | Principles of Biology Laboratory | 1 |

| | | |
|-----------|--|---|
| CHM 1041 | **General Chemistry II | 3 |
| CHM 1041L | General Chemistry II Laboratory | 1 |
| CHM 2046 | General Chemistry III | 3 |
| CHM 2046L | General Chemistry III Laboratory | 1 |
| MAC 1102 | Algebra for College Students | 3 |
| ZOO 1010 | General Zoology Lecture | 3 |
| ZOO 1010L | General Zoology Laboratory | 1 |
| DEP 2102 | Child Growth and Development | 3 |
| HSC 1400 | Standard First Aid and CPR | 1 |
| PHY 2053 | General Physics I | 4 |
| PHY 2048L | General Physics I Laboratory | 1 |
| PHY 2054 | General Physics II | 4 |
| PHY 2049L | General Physics II Laboratory | 1 |
| PSY 2012 | General Psychology | 3 |
| STA 2014 | Statistics | 3 |
| CLP 2002 | Personality Development and Adjustment | 3 |
| HSC 2531 | Medical Terminology | 3 |
| | Physical Education | 2 |

Radiography (A.S. 27-303)

Radiologic Technologists (RTs) combine the high technology of medical imaging with their skills of patient care to create an X-ray image or radiograph. These radiographs are used by radiologists and/or physicians in detection, diagnosis and treatment of disease or injury. This is a profession that requires a dependable personality with a mature and caring nature.

The program has a 24 month, competency-based curriculum which includes practical experience in local hospitals and is designed to develop technical proficiency through extensive clinical exposure. The program is designed to begin in the winter term each year and requires a full-time commitment between 8:00 a. m. and 4:30 p. m. daily.

Radiography Admissions - Limited Access Program

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline

The applicant must complete the Radiography program application package by September 20 of each year in order to be eligible for consideration for selection into the program.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Eisey Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and Math courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits for Math and for English courses may be used in lieu of place-

ment scores to be eligible for consideration for selection into the program.

6. Program Advisement

The program faculty conduct a mandatory open house advisement session at 1:00 p. m. on the last Friday of each month from January through August. This session is intended to give the student guidance through the application process.

7. Prerequisite

Each prospective student must document at least eight hours of observation at a Radiology department. HSC 1000 Introduction to Health Care - 3 credits and BSC 1085 Anatomy and Physiology I and Lab - 4 credits.

GENERAL EDUCATION Requirements See Page 29

This program of study requires 18 credits.

For Mathematics, MAC 1102 Algebra for College Students is the minimum level to complete for Area IV. Three of the Science credits in the following list may be applied to General Education Area V.

WINTER I

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| RTE 1000 | Introduction to Radiography | 3 | |
| RTE 1503C | Radiographic Procedures I | 4 | |
| RTE 1804 | Radiography Clinical Education I | 2 | |
| MAC 1102 | Algebra for College Students | 3 | |
| BSC 1085 | Anatomy and Physiology I | 3 | |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 | |

SPRING/SUMMER I

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| RTE 1512C | Radiographic Procedures II | 3 | |
| RTE 1814 | Radiography Clinical Education II | 2 | |
| RTE 1401C | Radiographic Imaging I | 3 | |

FALL I

| Course | Title | Semester Hours | Credit |
|-----------|--|----------------|--------|
| RTE 1457C | Radiographic Technique II | 3 | |
| RTE 1523C | Radiographic Procedures III | 4 | |
| RTE 1824 | Radiography Clinical Education III | 2 | |
| BSC 1086 | Anatomy and Physiology II | 3 | |
| BSC 1086L | Anatomy and Physiology II Laboratory | 1 | |
| | Chemistry/Physics Electives | 3 | |

WINTER II

| Course | Title | Semester Hours | Credit |
|-----------|---|----------------|--------|
| RTE 2533C | Radiographic Procedures IV | 4 | |
| RTE 2613 | Radiographic Imaging Systems | 3 | |
| RTE 2834 | Radiography Clinical Education IV | 3 | |
| SYG 2000 | Introduction to Sociology | 3 | |
| ENC 1101 | Freshman Communication I | 3 | |

SPRING/SUMMER II

| Course | Title | Semester Hours | Credit |
|----------|--|----------------|--------|
| RTE 2553 | Radiographic Procedures V | 2 | |
| RTE 2844 | Radiography Clinical Education V | 3 | |
| RTE 2308 | Radiobiology | 2 | |

FALL II

| Course | Title | Semester Hours | Credit |
|-----------|------------------------------------|----------------|--------|
| RTE 2563C | Advanced Medical Imaging | 3 | |

| | | |
|-----------|---|---|
| RTE 2473C | Radiographic Quality Improvement | 2 |
| RTE 2854 | Radiography Clinical Education VI | 3 |
| HSC 2531 | Medical Terminology | 3 |
| | Humanities Elective | 3 |

NOTE:

The following courses are electives for graduate radiography specialization: RTE 2571 Computed Tomography, RTE 2572 Computed Tomography Clinical Education, RTE 2575 Magnetic Resonance Imaging, RTE 2576L Magnetic Resonance Imaging Clinical Education and RTE 2764 Cross-Sectional Anatomy.

Respiratory Care Technology (A.S. 27-148)

Award of the AS degree in Respiratory Care enables the student to receive a Certificate of Completion to sit for the NBRC Registry Examination. An individual must first be a CRTT before taking the Registry Examination.

Successful passing of the NBRC exam earns the candidate the credential of Registered Respiratory Therapist (RRT).

Advanced placement for previous experience and academic preparation is considered through arrangement with the program manager.

Respiratory Care Admissions - Limited Access Program

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Respiratory Care program. Final selection will be based on the applicant pool.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline

The applicant must complete the Respiratory Care application package by May 20 of this year in order to be eligible for consideration for selection into the program.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Eissey Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted. Must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and Math courses or required remediation must have been successfully completed.

Successful completion (C or higher) of a minimum of three college credits for Math and English courses may be used in lieu of placement scores to be eligible for consideration for selection into the program. Placement scores are required prior to graduation.

6. Medical Exam

Once officially accepted into the Respiratory Care Technology program, a dental and medical examination on PBCC Allied Health medical examination forms dated within one year prior to the start of the program must be submitted by the applicant. All accepted applicants for the Respiratory Care Technology program are strongly encouraged to be currently immunized

against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.

7. Program Interview/Counseling

Mandatory group counseling/sessions are scheduled each month with Respiratory Care program staff at the Eissey Campus Lewis Center.

Fulfillment of clinical site visitation must be arranged by Respiratory Care program staff.

8. Special Notes:

Preference is given to students that have three credits of college level Science with a C or better. Anatomy and Physiology are strongly recommended. It is strongly recommended that students complete the general education classes and science requirements prior to entering the program due to the heavy time demand of clinicals.

• HSC 1000 - Introduction to Health Care:

Completion of the high school Tech Prep curriculum or college Introduction to Health Care (HSC 1000).

***Applies to students applying for entrance deadline fall 1997.

GENERAL EDUCATION Requirements See Page 29

This program of study requires 18 credits.

For Mathematics MAC 1102 Algebra for College Students may apply to General Education Area III. For Science, PHY 1007 Physics for Allied Health Professions apply to General Education Area IV.

The following are required:

| Course | Title | Semester Hours | Credit |
|--------------------|---|----------------|-----------|
| | Respiratory Care Technician Certificate . . . | 42 | |
| SYG 2000 | Sociology | 3 | |
| | Humanities (Electives) | 3 | |
| CHM 1015 | Principles of Chemistry | 3 | |
| MAC 1102 | Algebra for College Students | 3 | |
| RET 2280C | Fundamentals of Respiratory Care Therapy III | 7 | |
| RET 2877L | Clinical Internship IV | 2 | |
| MCB 1000 | Microbiology | 3 | |
| MCB 1000L | Microbiology Lab | 1 | |
| PHY 1007 | Physics for Allied Health Professions | 3 | |
| RET 2534C | Fundamentals of Respiratory Care Therapy IV | 7 | |
| RET 2878L | Clinical Internship V | 2 | |
| Total | | | 34 |
| Grand Total | | | 76 |

NOTE: All RET and corequisite science courses must be completed with a C or better. All RET courses must be taken in sequence. Licensure in the State of Florida must meet Florida Department of Business Professional Regulation standards.

Sonography (A.S. 27-310)

Palm Beach Community College offers an associate in science degree in Diagnostic Medical Sonography. It is a career-oriented, college-level technology consisting of classroom, lab and clinical experience. A certificate program is also available. This program is accredited by the Committee on Allied Health Education Accreditation.

The degree program has a 24 month competency-based curriculum which includes practical experience in local hospitals and is designed to develop technical proficiency through extensive clinical exposure. The program is designed to begin in the fall term each year and requires a full-time commitment between 8 a.m. and 4:00 p.m. daily. This program has two academic tracks.

Certificate Track

The certificate program is offered to registered radiographers and nurses. It is a 12-month program consisting of sonography courses only.

Associate Degree Track

The associate degree track is offered to students without previous credentials in health care. Students must complete the general education course work by the end of summer "A" term in the year for which they have applied.

Requirements for Consideration for Selection

The following criteria establishes eligibility for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Sonography program.

Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline

(A new class will not begin before January 1997.)

The applicant must complete the PBCC application and Sonography program application packages by June 1 of each year in order to be eligible for consideration for selection into the program.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school or GED documentation and all previous college work must be submitted to the Registrar's Office at the Eissey Campus.

If you attended a "hospital-based" Nursing or Radiography program, a copy of the transcripts must be submitted.

If you are applying to the certificate program, proof of your registry in Nursing or Radiography is required with your application.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.5 in all previous college work attempted.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and Math courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits each for Math and for English courses may be used in lieu of placement scores for consideration for selection into the program.

6. Program Advisement

Mandatory advisement is done during an "Open House Session." This session is intended to give the student guidance through the application process and determine the general course of study.

7. Prerequisite

1. The Certificate program requires a registry in Nursing or Radiography.
2. The associate program requires all general education classes be completed by the end of winter term prior to selection date into the program.

GENERAL EDUCATION Requirements

See Page 29

This program of study requires 18 credits.

For Mathematics, MAC 1102 Algebra for College Students is the minimum level to complete for Area III. Three of the Science credits in the following list may be applied to General Education Area IV.

| Course | Title | Semester Hours Credit |
|-----------|--|-----------------------|
| MAC 1102 | Algebra for College Students | 3 |
| BSC 1085 | Anatomy and Physiology I | 3 |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 |
| HSC 2531 | Medical Terminology | 3 |
| BSC 1086 | Anatomy and Physiology II | 3 |
| BSC 1086L | Anatomy and Physiology II Laboratory | 1 |
| PHY 1007 | * Physics for Allied Health Professions | 3 |
| | or | |
| PHY 2053 | *Physics/Laboratory | 5 |
| HSC 1000 | Introduction to Health Care | 3 |
| | Physical Education | 2 |
| CGS 1060 | * PC Starter | 1 |
| | or | |
| CGS 1361 | * Introduction to Computers | 3 |
| SYG 2000 | * Introduction to Sociology | 3 |
| | or | |
| SYG 1440 | * Introduction to the Social Sciences | 3 |
| SON 2111 | Abdominal Sonography I | 3 |
| SON 2121 | Ob/Gyn Sonography I | 3 |
| SON 2211 | Acoustical Physics and Instrumentation I | 2 |
| SON 2000 | Practical Aspects of Sonography | 2 |
| SON 2804 | Clinical Sonography I | 3 |
| SON 2112 | Abdominal Sonography II | 3 |
| SON 2122 | Ob/Gyn Sonography II | 3 |
| SON 2006 | Professional Aspects of Sonography | 2 |
| SON 2416 | Sonographic Film Critique | 2 |
| SON 2814 | Clinical Sonography II | 3 |
| SON 2212 | Acoustical Physics and Instrumentation II | 2 |
| SON 2161 | Neurosonography and Superficial Structures | 2 |
| SON 2930 | Interdisciplinary and Research Seminar | 1 |
| SON 2824 | Clinical Sonography III | 4 |
| SON 2621 | Acoustical Physics Seminar | 1 |

*Course Options

Elective options are offered to students for the purpose of credit transferability.

Certificate Programs

Suggested Programs

Chef Apprenticeship (CT 26-069)

The Chef Apprenticeship program is a three year 6,000 hour certificate program offered in partnership with the Palm Beach County Chefs Association. This American Culinary Federation Educational Institute approved apprenticeship program meets all of the requirements of both the Department of Labor and the Department of Education and is a registered apprenticeship program. Applicants for this program must meet the entry requirements of the Chefs Association and the College.

First Year of Apprenticeship

| Course | Title | Sem. Hrs. Cr./Voc. Crs. |
|-----------|---|-------------------------|
| FSS 1300 | Introduction to Food Service Management . . | 3/0 |
| FOS 1201 | Food Service Sanitation | 2/0 |
| FSS 1220C | Professional Cooking I | 3/0 |
| FSS 2500 | Food and Beverage Cost Control | 3/0 |
| HMV 0940 | Chef Apprenticeship Co-Op I | 0/10 |
| HMV 0941 | Chef Apprenticeship Co-Op II | 0/10 |
| HMV 0942 | Chef Apprenticeship Co-Op III | 0/10 |
| HMV 0943 | Chef Apprenticeship Co-Op IV | 0/10 |
| HMV 0944 | Chef Apprenticeship Co-Op V | 0/10 |
| HMV 0945 | Chef Apprenticeship Co-Op VI | 0/10 |
| HMV 0946 | Chef Apprenticeship Co-Op VII | 0/10 |
| HMV 0947 | Chef Apprenticeship Co-Op VIII | 0/10 |
| HMV 0948 | Chef Apprenticeship Co-Op IX | 0/10 |

Second Year of Apprenticeship

| | | |
|-----------|---|------|
| HFT 1850C | Dining Room Management | 3/0 |
| HUN 1001 | Basic Nutrition | 3/0 |
| FSS 2248C | Pastry and Garde Manger I | 4/0 |
| FSS 1100 | Menu Planning and Merchandising | 3/0 |
| HMV 0943 | Chef Apprenticeship Co-Op IV | 0/10 |
| HMV 0944 | Chef Apprenticeship Co-Op V | 0/10 |
| HMV 0945 | Chef Apprenticeship Co-Op VI | 0/10 |

Third Year of Apprenticeship

| | | |
|-----------|---|------|
| FSS 2246C | Baking | 4/0 |
| FSS 2100 | Purchasing for the Hospitality Industry . . . | 4/0 |
| HFT 2220 | Personnel Management Practices | 3/0 |
| FSS 1222C | Quantity Food Production II | 4/0 |
| HMV 0946 | Chef Apprenticeship Co-Op VII | 0/10 |
| HMV 0947 | Chef Apprenticeship Co-Op VIII | 0/10 |
| HMV 0948 | Chef Apprenticeship Co-Op IX | 0/10 |

Child Development Associate Credential (CDA) (CT 28-348)

A Child Development Associate will be able to meet the specific needs of children and will, with parents and other adults, work to nurture children's physical, social, emotional and intellectual growth within a child-development framework. The CDA conducts him/her-self in an ethical and professional manner.

The CDA is a competency-based national credential awarded to individuals who work with children ages five and under. To earn a CDA, you can be working in a center-based, family day care or home visitor setting and with two age groups: infant/toddler (birth to 36 month) or preschool (3-5 years).

Palm Beach Community College has been approved to provide a

Florida CDA Equivalency Certificate to its students, as well as to prepare them for the National Assessment and Credentialing Process administered by the Council for Early Childhood Professional Recognition.

To prepare for the Child Development Associate Credential, a student must:

- * (enroll in and) complete 120 hours of formal instruction - presented in three consecutive modules through the Department of Continuing Studies.
- * prepare a Professional Resource File.
- * participate in an observation by an Early Childhood professional.
- * be able to document 480 hours of work experience in an early childhood setting within the past five years.
- * possess a high school diploma or GED.

Upon completion of all three modules and all PBCC requirements, the candidate will receive a Florida CDA Equivalency Certificate and will be prepared to apply for National Assessment.

CDA Courses:

| Course | Title | Sem. Hrs. Cr./Voc. Crs. |
|----------|--------------------------|-------------------------|
| ENO 0050 | CDA Module I | 0/1 |
| ENO 0051 | CDA Module II | 0/1 |
| ENO 0052 | CDA Module III | 0/1 |
| | | 0/3 |

Students completing the CDA at Palm Beach Community College will be eligible for college credit through the Experiential Learning process outlined in this *Bulletin*. See an adviser for specifics.

The eligible courses are:

| Course | Title | Sem. Hrs. Crs. |
|----------|---|----------------|
| CHD 1130 | Foundations of Competence in the Preschool Classroom I | 3 |
| CHD 1131 | Foundations of Competence in the Preschool Classroom II | 3 |
| CHD 1132 | CDA Practicum I | 3 |
| CHD 1133 | CDA Practicum II | 3 |

Criminal Justice Academies

The Criminal Justice Corrections and Law Enforcement offering is a limited-access program. Candidates to the program are required to attend an information session to secure program application and processing data. Applicants meeting minimal qualifications complete a college application. Upon successful review, the following process will take place: Test of Adult Basic Education (TABE), Fitness Assessment, Medical Examination, and Validation of insurance (personal and vehicle). Successful candidates are called to an orientation session where drug/alcohol screening and criminal/juvenile history are required. Those who complete this phase are notified of their selection to the program. Information concerning information session dates can be obtained by calling (407) 439-8145.

Corrections/Law Enforcement Admissions-Limited Access Program

The Criminal Justice Institute (CJI) is a limited-access program governed by Palm Beach Community College (PBCC) and its Board

of Trustees, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

Meeting with Rules and Regulations

Students registering in either the Police, Corrections or Crossover Academy are advised that they must meet and abide by the rules and regulations of the Criminal Justice Institute, Palm Beach Community College. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training, Florida Department of Law Enforcement. These rules are provided in the Recruit Handbook.

Modular Examination Failure

Failure of any modular examination in academy training will entitle the student recruit to one re-test - not the same test - which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module.

Statewide Examination and Failure

At the completion of academy training, the applicant must file with CJST to take the Statewide Certification Examination. There is a \$50 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

Academic Dishonesty

The definition of Academic Dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of academic dishonesty in any academy or statewide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College Administration.

Basic Correctional Officer Academy (CT 19-600)

This curriculum provides for eligibility for certification as a corrections officer in the state of Florida, when all academy courses have been successfully completed. Certification requires passing of state of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statutes 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice associate in science degree.

Academy Program for Corrections

| Course | Title | Sem. Hrs. Cr./Voc. Crs. |
|-----------|---|-------------------------|
| CJD 1700 | Criminal Justice Legal I | 3/0 |
| CJT 1771 | Corrections Legal II | 1/0 |
| CJD 1702C | Criminal Justice Communications-Corrections | 3/0 |
| CJD 1703C | Interpersonal Skills I-Corrections | 3/0 |
| CJD 0773 | Human Diversity | 0/1 |
| CJD 1740 | Interpersonal Skills II-Corrections | 3/0 |
| CJD 0704 | Criminal Justice Defensive Tactics | 0/2 |
| CJD 0705 | Criminal Justice Weapons | 0/2 |
| CJD 1254 | Medical First Responder | 1/0 |
| CJD 0741 | Emergency Preparedness | 0/1 |
| CJD 1742 | Corrections Operations | 3/0 |
| HLP 1081 | Physical Fitness I | 1/0 |

19/6

Basic Law Enforcement Officer Academy (CT 19-601)

This curriculum provides for eligibility for certification as a law enforcement officer in the state of Florida, when all academy courses have been successfully completed. Certification requires passing of

State of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statutes 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice associate in science degree.

Law Enforcement Academy Program

| Course | Title | Sem. Hrs. Cr./Voc. Crs. |
|-----------|---|-------------------------|
| CJD 1700 | Criminal Justice Legal I | 3/0 |
| CJD 1701 | Criminal Justice Legal II | 3/0 |
| CJD 1720 | Law Enforcement Legal III | 2/0 |
| CJD 1762 | Criminal Justice Communications-Law Enforcement | 3/0 |
| CJD 1713C | Interpersonal Skills I-Law Enforcement | 3/0 |
| CJD 0704 | Criminal Justice Defensive Tactics | 0/2 |
| CJD 0705 | Criminal Justice Weapons | 0/2 |
| CJD 1254 | Medical First Responder | 1/0 |
| CJD 0732 | Law Enforcement Traffic | 0/1.5 |
| CJD 1721C | Law Enforcement Patrol | 2/0 |
| CJD 1724C | Law Enforcement Investigations | 3/0 |
| CJD 0723 | Criminal Justice Vehicle Operations | 0/1.5 |
| HLP 1081 | Physical Fitness I | 1/0 |

217.5

Dental Assisting (CT 07-153)

The Dental Assisting program is a limited access, combined vocational credit/college credit program accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. Graduates will receive a Florida Expanded Functions certificate.

The Dental Assisting courses must be taken in sequence, and a grade of C or better must be earned in BOTH the clinical and academic areas of the program. One class is accepted annually beginning in the fall term.

The following criteria are established as the minimum to be eligible for placement in the selection pool. Meeting minimum criteria for selection does not guarantee admission to the Dental Assisting program. Final selection will be based on the applicant pool and space available. **Preference for selection will be given to students who have completed the electives HSC 1000, HSC 2531 and/or SLS 1501.** See the PBCC Dental Assisting application form or call the Allied Health division office at 439-8095 for further details on selection.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Assisting application package (including transcripts) to the Limited Access Program office on Central Campus by July 1 of each year in order to be eligible for consideration for selection into the program. The application fee is non-refundable. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit an application fee.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's office on the Central Campus.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

All applicants must take the Test of Adult Basic Education (TABE), Level A prior to the application deadline date. An applicant must score at least at the 12th grade competency level in all parts of the examination in order to be eligible for consideration for selection. Those who do not are encouraged to complete remedial work and to re-test. Anyone successfully re-testing may be reconsidered for selection after the application deadline on a space-available basis. Report to the testing center on Central Campus to arrange to take the exam.

6. Medical Exam

Not required for application to this program (see 8.A. and 8.B. below).

7. Program Interview/Counseling

The applicant must complete an interview with a staff member of the Dental Assisting program. Appointments may be made at 439-8095.

8. Special Notes

- Once **officially accepted** into the Dental Assisting program, a dental examination and a medical examination on a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
- All accepted applicants for the Dental Assisting program are strongly encouraged to be currently immunized against communicable diseases, including **hepatitis B**. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- Certification in cardiopulmonary resuscitation (Level C: for Health Care Providers) must be current by the beginning of the program. Check with the program if information is needed regarding where and how to obtain certification.
- Student Accident/Health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a current health and accident policy during each enrollment period.
- All program courses with the prefix DEA, plus DEH 1001, DEH 1001L, DES 1200 and DES 1200L must be passed in sequence with a grade of C or higher in order to continue in the program. Other courses may be passed at the level of D to continue, but students who receive one or more Ds and who at a later time wish to apply to the PBCC Dental Hygiene program would not be granted admission to that program until those courses have been repeated and a grade of C or higher earned.

Dental Assisting Course Requirements:**Fall Term****First Eight Weeks:**

| Course | Title | Semester Hrs. Cr./Voc. Cr. |
|-----------|---|----------------------------|
| DEH 1001 | Introduction to Clinical Procedures | 3*/0 |
| DEH 1001L | Introduction to Clinical Procedures Lab | 1*/0 |
| DES 1200C | Dental Radiology Lecture & Lab | 3*/0 |
| DEH 1820 | Office Emergencies Lecture | 1*/0 |
| DES 1020 | Dental Anatomy | 3*/0 |

Second Eight Weeks:

| | | |
|-----------|---|-------------|
| DES 1100C | Dental Materials | 3*/0 |
| DEA 0800C | Clinical Practice I Lecture & Lab | 0/3 |
| DEA 0940 | Dental Practicum I | 0/1 |
| DEA 0131 | Related Dental Theory | 0/1 |
| | | 14/5 |

Winter Term:

| | | |
|-----------|--|-------------|
| DEH 2830 | Office Management | 2*/0 |
| DEH 2722 | Preventive Dentistry | 2*/0 |
| DEA 0820C | Expanded Functions I* Lecture & Lab | 0/3 |
| DEA 0801C | Clinical Practice II Lecture & Lab | 0/7 |
| DEA 0300 | Dental Psychology and Communications | 0/1 |
| | | 4/11 |

Summer A Term:

| | | |
|-----------|---|------------|
| DEA 0821C | Expanded Functions II Lecture & Lab | 0/2 |
| DEA 0850C | Clinical Practice III Lecture & Lab | 0/3 |
| | | 0/5 |

*Articulates with PBCC Dental Hygiene program

Electrical Apprenticeship (CT 08-170)

The Electrical Apprenticeship program is a four year, 8,000 hour certificate program offered in partnership with the Florida Electrical Apprenticeship Association, Inc. (FEAA). Students must be accepted by FEAA and employed by a participating electrical contractor. This open-shop apprenticeship program meets all of the requirements of both the Department of Labor and the Department of Education. For enrollment information and course schedules contact FEAA at (407) 697-2215.

First Year of Apprenticeship

| Course | Title | Sem. Hrs. Cr./Voc. Crs. |
|------------|---|-------------------------|
| BCV 0871E | Electrical Apprenticeship in Residential Wiring (Fall) | 0/2 |
| BCV 0872E | Electrical Apprenticeship in Residential Wiring II (Winter) | 0/2 |
| BCV 0950ER | Apprenticeship Co-op I (Fall & Winter) | 0/3 |
| BCV 0951ER | Apprenticeship Co-op II (Summer) | 0/3 |

Second Year of Apprenticeship

| | | |
|------------|--|-----|
| BCV 0873E | Electrical Apprenticeship in Residential Wiring III (Fall) | 0/2 |
| BCV 0874E | Electrical Apprenticeship in Residential Wiring III (Winter) | 0/2 |
| BCV 0952ER | Apprenticeship Co-op III (Fall & Winter) | 0/3 |
| BCV 0953ER | Apprenticeship Co-op IV (Summer) | 0/3 |

Third Year of Apprenticeship

| Course | Title | Sem. Hrs. Cr./Voc. Crs. |
|------------|---|-------------------------|
| BCV 0875E | Apprenticeship in Electrical Wiring V (Fall) | 0/2 |
| BCV 0876E | Apprenticeship in Electrical Wiring VI (Winter) | 0/2 |
| BCV 0954ER | Apprenticeship Co-op V (Fall & Winter) | 0/3 |
| BCV 0955ER | Apprenticeship Co-op VI (Summer) | 0/3 |

Fourth Year of Apprenticeship

| | | |
|-----------|---|-----|
| BCV 0877E | Apprenticeship in Electrical Wiring VII (Fall) | 0/2 |
| BCV 0878E | Apprenticeship in Electrical Wiring VIII (Winter) | 0/2 |

| | | |
|------------|--|-----|
| BCV 0956ER | Apprenticeship Co-op VII (Fall & Winter) . . . | 0/3 |
| BCV 0957ER | Apprenticeship Co-op VIII (Summer) | 0/3 |

Film, Television and Video Production and Equipment Operations (CT 12-281)

The purpose of this program is to train the student in film, television and video equipment operations. The program is designed to offer both college credit and hands-on experience. In addition, the student will be involved with a student or professional film or television production.

Fall

| Course | Title | Semester Hrs. Cr./Voc. Cr. |
|-----------|---|----------------------------|
| TPA 1210 | Fundamentals of Stagecraft | 3/0 |
| FIL 1270 | Introduction to the Film Process | 3/0 |
| PGY 1101C | Introduction to Photography | 3/0 |
| RTV 2000 | Fundamentals of Television Production . . . | 3/0 |
| | | 12/0 |

Winter

| Course | Title | Semester Hrs. Cr./Voc. Cr. |
|-----------|---|----------------------------|
| FIL 2932 | The Business of Film, Television and Video . | 1/0 |
| RTV 2300C | Introduction to Broadcast Journalism | 3/0 |
| TPA 1211 | Advanced Stagecraft | 3/0 |
| FIL 1620 | Computer Applications for Film, Television and Video Production | 3/0 |
| | | 10/0 |

Internship Program:

| | | |
|----------|--|-----|
| RTT 0940 | Internship in Film, Television and Video Production Operations | 8/0 |
|----------|--|-----|

Film, Television and Video Production Technology

The PBCC Film, Television and Video Production Program prepares students for entry-level positions in film, television and video production. The student who completes the program will be able to work in a technical capacity. The program offers internship experience in cooperation with the Palm Beach County Government Channel 20 and through student film production projects.

Basic Courses

| Course | Title | Semester Hrs. Cr./Voc. Cr. |
|----------|---|----------------------------|
| ENC 1101 | Freshman Communications I | 3/0 |
| TPA 1210 | Fundamentals of Stagecraft | 3/0 |
| PSC 1101 | Earth Science or Environmental Science . . | 3/0 |
| SYG 2000 | Introduction to Sociology | 3/0 |
| or | | |
| SYG 1440 | Introduction to the Social Sciences (3) | |
| HSC 2100 | Health Concepts and Strategies | 3 |
| | Mathematics (As required for A.S. Degree) . . | 3 |

Home and Family Management (CT 28-350)

This 435-hour certificate program is designed for the homemaker and consumer who wants to improve their skills as a home manager and a productive family member. The core courses shown below provide a solid base of information for home and family management. There are numerous electives which allow students to expand their expertise into many subject areas related to managing the home and family environment.

| Course | Title | Semester Hrs. Cr./Voc. Cr. |
|----------|--|----------------------------|
| HEV 0311 | Relationships Based On Mutual Respect . . . | 0/5 |
| HEV 0312 | Putting Balance In Our Lives | 0/5 |
| HEV 0314 | How To Be Your Own Financial Planner . . | 0/5 |
| HEV 0321 | Responding to Stress | 0/5 |
| HEV 0310 | Using Credit Wisely | 0/5 |
| HEV 0319 | Using the Computer In Your Home | 0/5 |
| HEV 0322 | Managing Your Anger | 0/5 |
| HEV 0325 | Safeguarding Your Child | 0/5 |
| HEV 0323 | Exercise and Nutrition | 0/5 |
| HEV 0327 | Everything You Learned in High School | |
| | Math and Forgot | 0/5 |
| HEV 0326 | Child Care First Aid/CPR | 0/5 |
| HEV 0328 | Everything You Learned in High School | |
| | English and Forgot | 0/5 |
| HEV 0131 | What's A Parent To Do? | 0/5 |
| HEV 0216 | The Outer You | 0/5 |
| HEV 0317 | Financial Strategies for Successful Retirement | 0/5 |
| HEV 0324 | Your Own Personal Trainer | 0/5 |
| HEV 0315 | Managing Your Money | 0/5 |
| HEV 0329 | Decorating On A Dime | 0/5 |
| | Electives | 10 |
| | | 19 |

Medical Secretary Certificate (Medical Front Office) (CT 03-084)

PSAV PROGRAM

This 230-hour certificate program is designed to prepare students for entry-level positions in physicians and other medical office environments. Topics of study include general office skills and specific skills in insurance billing; medical terminology; medical codes, medical and legal issues; accounts payable and receivable; payroll; and case studies of medical office procedures.

Admission Prerequisites:

- * 9th grade basic skills demonstrated
- * Regular high school diploma or GED required
- * 20 wpm typing skills

Courses required for completion of Certificate

| Course | Title | Semester Hrs. Cr./Voc. Cr. |
|----------|--|----------------------------|
| MTS 0211 | Anatomy and Physiology | 0/1 |
| OFT 0520 | Basic Medical Terminology | 0/1 |
| OTA 0607 | Introduction to the Medical Office | 0/1 |
| OFT 0535 | Medical Office Procedures/Office Equipment | 0/1 |
| OTA 0602 | ICD9-CM Coding | 0/1.5 |
| OTA 0603 | CPT Coding | 0/1.5 |
| OTA 0619 | Third Party Insurance Billing | 0/5 |
| MLO 0090 | Microcomputers for Health Professionals . . | 0/5 |
| | Choose Another Word-Processing Course (.5 hr. Minimum) | |
| | | 0/8.5 |

Elective Course (not required as part of the Medical Secretary program but is recommended as a supplement):

1.5 Hours: Medical Transcription (Course #NRO0080)

Paramedic (CT 27-450)**TP‡**

This certificate program is offered for individuals who wish to complete the core curriculum and be eligible for licensure by the State of Florida to practice as a paramedic. This core curriculum is composed of the Department of Transportation National curriculum for EMT-Paramedic. It includes lecture skills lab and clinical/fire rescue rotations. This program starts in June and ends in May. Application packets are available from the Registrar's office beginning January of each year.

See also information on the Emergency Medical Technology AS degree.

Paramedic Admissions - Limited Access Program

The following criteria are established to be eligible for placement in the selection pool. Meeting criteria for selection does not guarantee admission to the Paramedic program. Final selection will be based on the applicant pool and space available.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Paramedic program application package to the Limited-Access program office on Central Campus by April 15 (first selection) /May 17 (second selection) of each year in order to be eligible for consideration for selection into the program, which begins in the summer B term of each year.

2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's office at the Central Campus.

4. Cumulative Grade Point Average

Not applicable.

5. Placement Test Scores

Placement test scores must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program.

6. Medical Exam

Not required for application to this program (see 8.A., 8.B. and 8.C. below).

7. Program Interview/Counseling

Not applicable.

8. Special Notes

a. Once officially accepted into the Paramedic program, a medical examination on a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.

- b. Evidence will have to be provided indicating that the student's physical condition will allow him/her to satisfactorily perform paramedic competencies, including the ability to lift 100 pounds.
- c. All accepted applicants into the Paramedic program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- d. Emergency Medical Technician (EMT) licensure or passing EMT test results must be submitted to be eligible for selection.
- e. Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a valid and current health and accident policy during each enrollment period.

| Course | Title | Semester Hours Credit |
|------------|--|-----------------------|
| EMS 1119C* | Emergency Medical Service Technology . . . | 6 |
| EMS 1271 | Paramedic I | 2 |
| EMS 1271L | Paramedic Skills I Laboratory | 3 |
| EMS 1272 | Paramedic II | 6 |
| EMS 1272L | Paramedic Skills II Laboratory | 2 |
| EMS 1294L | Clinical/Field Rotation I | 7 |
| EMS 1273 | Paramedic III | 6 |
| EMS 1273L | Paramedic Skills III Laboratory | 2 |
| EMS 1295L | Clinical/Field Rotation II | 7 |

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* These credits will be awarded to individuals who possess a current Florida State Certified EMT Certificate.

NOTE: At present, because of equipment, clinical and staffing restrictions, all Paramedic classes shall be conducted on the Central Campus.

Plumbing Apprenticeship (CT 08-174)

The Plumbing Apprenticeship program is a four-year, 8,000-hour certificate program offered in partnership with the Plumbing Apprenticeship Association, Inc. (PAA). Students must be accepted by the PAA and employed by a participating plumbing contractor. This open-shop apprenticeship program meets all of the requirements of both the Department of Labor and the Department of Education. For enrollment information and course schedules, contact PAA at 407/697-2215.

First year of apprenticeship

| Course | Title | Semester Hrs. Cr./Voc. Cr. |
|------------|--|----------------------------|
| BCV 0850P | Plumber's Apprentice I (First Year Term A) . | 0/2 |
| BCV 0852P | Plumber's Apprentice II (First Year Term B) | 0/2 |
| BCV 0940PR | Plumber's Apprentice Co-op I | 0/3 |
| BCV 0941PR | Plumber's Apprentice Co-op II | 0/3 |

Second year of apprenticeship

| | | |
|------------|--|-----|
| BCV 0853P | Plumber's Apprentice III (Second Year Term A) | 0/2 |
| BCV 0854P | Plumber's Apprentice IV (Second Year Term B) | 0/2 |
| BCV 0942PR | Plumber's Apprentice Co-op III | 0/3 |
| BCV 0943PR | Plumber's Apprentice Co-op IV | 0/3 |

Third year of apprenticeship

| | | |
|------------|--|-----|
| BCV 0855P | Plumber's Apprentice V (Third Year Term A) | 0/2 |
| BCV 0856P | Plumber's Apprentice VI (Third Year Term B) | 0/2 |
| BCV 0944PR | Plumber's Apprentice Co-op V | 0/3 |
| BCV 0945PR | Plumber's Apprentice Co-op VI | 0/3 |

Fourth year of apprenticeship

| | | |
|------------|---|-------------|
| BCV 0857P | Plumber's Apprentice VII (Fourth Year Term A) | 0/2 |
| BCV 0858P | Plumber's Apprentice VIII (Fourth Year Term B) | 0/2 |
| BCV 0946PR | Plumber's Apprentice Co-op VII | 0/3 |
| BCV 0947PR | Plumber's Apprentice Co-op VIII | 0/3 |
| | | 0/40 |

Respiratory Therapy Technology (CT 27-156)

Students receiving a Certificate of Completion from the technician program are eligible to sit for the national entry-level technician examination.

Successful passing of this exam earns the candidate the credential of Certified Respiratory Therapy Technician (CRTT).

| Courses | Title | Semester Hours Credit |
|-----------|---|-----------------------|
| BSC 1085 | Anatomy and Physiology I | 3 |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 |
| BSC 1086 | Anatomy and Physiology II | 3 |
| BSC 1086L | Anatomy and Physiology II Laboratory | 1 |
| ENC 1101 | Freshman Communications I | 3 |
| MAC 1102 | Algebra for College Students | 3 |
| RET 1272 | Fundamentals of Respiratory Care I | 9 |
| RET 1272L | Fundamentals of Respiratory Care I Laboratory | 3 |
| RET 1874L | Clinical Internship I | 1 |
| RET 1273 | Fundamentals of Respiratory Care II | 6 |
| RET 1273L | Fundamentals of Respiratory Care II Laboratory | 2 |
| RET 1875L | Clinical Internship II | 3 |
| RET 1876L | Clinical Internship III | 4 |

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NOTE: All RET and co-requisite science courses must be completed with a C or better. All RET courses must be taken in sequence. Licensure in the State of Florida must meet Florida Department of Business and Professional Regulation standard.

Water Treatment and Waste Water Treatment

The following certificate programs prepare individuals for the written exam required to achieve state certification as a licensed water plant operator or waste water plant operator. Specific work experience is also required to qualify for licensure, and students are responsible for ensuring that they have obtained the appropriate work experience prior to requesting licensure. Students must be employed in the field of water treatment or waste water treatment for one year before they can take the relevant C level examination for licensure. Credits can be obtained without present employment and job placement advise is available through instructors in the field. The three levels of licensure are A Level, B Level and C Level, for both water treatment plant operator and waste water treatment plant operator. C Level is the basic entry level, and A Level represents the highest level of operator license issued.

The program major number, such as CT 02-089, equals the certificate number.

Water Technology C (CT 02-089)

| | | |
|----------|-----------------------------------|-------------|
| EVS 0133 | Water Treatment-C Level | 5 voc. crs. |
|----------|-----------------------------------|-------------|

Water Technology B (CT 02-090)

| | | |
|----------|-----------------------------------|-------------|
| EVS 0143 | Water Treatment-B Level | 4 voc. crs. |
|----------|-----------------------------------|-------------|

Water Technology A (CT 02-094)

| | | |
|----------|-----------------------------------|-------------|
| EVS 0153 | Water Treatment-A Level | 4 voc. crs. |
|----------|-----------------------------------|-------------|

Waste Water Technology C (CT 02-092)

| | | |
|----------|---|-------------|
| EVS 0333 | Waste Water Treatment-C Level | 5 voc. crs. |
|----------|---|-------------|

Waste Water Technology B (CT 02-091)

| | | |
|----------|---|-------------|
| EVS 0333 | Waste Water Treatment-B Level | 4 voc. crs. |
|----------|---|-------------|

Waste Water Technology A (CT 02-093)

| | | |
|----------|---|-------------|
| EVS 0353 | Waste Water Treatment-A Level | 4 voc. crs. |
|----------|---|-------------|



Chapter 9

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit and content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS) *Table 9-1*. The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions.¹

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG 010" to identify its social problems course. The level code is the first digit and

represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course" and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating regionally accredited postsecondary institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the

same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. The information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

1. Courses in the 900-999 series (e.g., ART 2905)
2. Internships, practica, clinical experiences and study-abroad courses
3. Performance or studio courses in Art, Dance, Theater and Music
4. Skills courses in Criminal Justice
5. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding

| Prefix | Level Code (first digit) | Century Code (second digit) | Decade Digit (third digit) | Unit Digit (fourth digit) | Lab Code |
|-----------------------|--|-------------------------------------|-------------------------------|------------------------------|---------------------------------------|
| SYG | 1 | 0 | 1 | 0 | |
| Sociology, general | Freshman level at this institution | Entry-level general sociology | Survey course | Social problems | No lab component in this course |

Table 9-1, Example of course identifier

¹ Refer to "Exceptions to the General Rule for Equivalency" in this chapter.

course credit transfer decisions should be directed to [Name of Institutional Statewide Course Numbering System Contact] in the [Office where Institutional Contact may be located] or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling (904) 488-6402 or Suncom 278-6402.

COURSE PREFIXES

Accounting ACO, ACG, TAX
 Acting TPP
 Aeronautics AVM, ASC, ATF, ATT
 Anatomy and Physiology BSC
 Anthropology ANT
 Architectural Drawing BCN, TAR
 Art ARH, ART, GRA
 Asian Studies ASN
 Astronomy AST
 Automotive AER
 Ballet DAA
 Banking BAN, BRC
 Biological Sciences BOT, BSC, MCB,
 OCB, PCB, ZOO
 Bookkeeping APA
 Building Construction BCN
 Business Law BUL
 Canadian Studies ISS
 Career Development SLS
 Chef Apprenticeship HMV
 Chemistry CHM
 Child Care CHD, DEP, EEC, ENO
 Child Development Associate
 Credential (CDA) DEP
 College Preparatory Courses ENC, ESL,
 MAT, REA
 Commercial Art ART, GRA
 Comparative Governments CPO
 Computer Drafting CGS
 Computer Technology CGS, CIS, COP
 Consumer Education COA
 Criminal Justice CCJ, CJD, CJT
 Dance DAA
 Data Processing (See Computer
 Technology)
 Dental Assisting DEA
 Dental Hygiene DEH, DES
 Dietetic Technician DIE, FSS, HUN

Drafting and Design CAP, EET, EGS
 ETD, ETG, ETI
 Drafting, Machine/Mechanical ETD
 Drafting, Fabrication ETD
 Early Childhood Education CHD, EEC,
 ENO
 Ecology APB
 Economics ECO, ECS
 Education EDF, EDP
 Electronics/Electricity CET, EET
 Electrical Apprenticeship BCV
 Emergency Medical Technology EMS
 Engineering-General EGS
 English Language and Literature AML,
 CRW, ENC, ENL, LIT
 Fashion CTE
 Film, TV Video Production
 Technology FIL, RTT
 Fire Science FFP
 French Language FRE
 General Business GEB
 Genetics PCB
 Geography GEO
 Geology GLY
 German Language GER
 Graphic Arts GRA
 Health, Education and Safety HSA, HSC
 History AMH, HIS, LAH, WOH
 Home Economics CTE, FSS, HEV
 Hospitality Management FOS, FSS,
 HFT
 Human Services HUS
 Humanities HUM
 Insurance RMI
 Interdisciplinary IDS
 Interior Design HHD, IND
 Italian Language ITA
 Journalism JOU, MMC
 Legal Assistant PLA
 Literature AML, ENL, LIT
 Local Government PAD
 Management MAN, MAR, MNA
 Marketing MAR, MKA
 Manufacturing, Robotic/Automated ETI
 Materials Engineering ETM
 Mathematics MAC, MAP,
 MAT, MGF, MTB
 Medical Secretary MLO, MTS
 Medical Terminology MRE

Mental Health HUS
 Mexico Travel Study FOL
 Montessori Philosophy EEC
 Music General MUC, MUE, MUH, MUL,
 MUM, MUN, MUS, MUT
 Music Applied MVK, MVP, MVS,
 MVV, MVW
 Nursing NSP, NUR
 Nutrition DIE, FSS, HUN
 Occupational Therapy OTH
 Office Systems Technology OCA, OFT,
 OST, OTA
 Ornamental Horticulture GEO, ORH,
 PLS, PMA, SOS
 Paramedic EMS
 Philosophy PHI
 Photography PGY
 Pesticides IPM, ENY
 Physical Education PEL, PEM, PEN,
 PEO, PEP, PEQ, PET
 Physics, Physical Science AST, GLY,
 PHY, PSC
 Political Science POS
 Postal Service Technology MNA
 Psychology CLP, DEP, PSY, SOP
 Plumbing BCV
 Public Administration PAD
 Radiological Technology RTE
 Reading REA
 Real Estate REE
 Recreation LEI
 Religion REL
 Respiratory Care RET
 Secretarial OST
 Social Sciences SYG, SSI
 Sociology SYG
 Sonography SON
 Spanish Language SPN
 Speech Communications SPC
 Statistics STA
 Student Development SLS
 Study Tours FOL
 Surveying Lands SUR
 Taxes TAX
 Television RTV
 Theater Arts ORI, TPA, TPP, THE
 Therapeutic Activity LEI
 Water/Waste Water Management EVS
 Word Processing OST

ACG 2022 FINANCIAL ACCOUNTING**4 crs.**

Introduction to financial accounting concepts including accounting cycle, internal control, balance sheet accounts, cash flow and characteristics of corporations. (First course in an introductory series.) (4 hr. Lecture)

ACG 2071 MANAGERIAL ACCOUNTING**3 crs.**

(Prerequisite: ACG 2022) Introduction to managerial accounting concepts including financial statement analysis, accounting's role in management decision-making, cost concepts and behavior, job order and process cost accounting, cost-volume-profit analysis, budgeting, responsibility accounting, differential analysis and capital investment analysis. (Second course in an introductory series.) (3 hr. Lecture)

ACG 2100 INTERMEDIATE ACCOUNTING**3 crs.**

(Prerequisite: ACG 2071) Conceptual framework for financial accounting and reporting providing in-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long-term investments. This course may not be transferable. (3 hr. Lecture)

ACG 2360 COST ACCOUNTING**3 crs.**

(Prerequisite: ACG 2071) Examines common cost systems with emphasis on cost for materials, labor, overhead, standard costs and cost relationships. This course may not be transferable. (3 hr. Lecture)

ACO 2661 ACCOUNTING INFORMATION SYSTEMS**3 crs.**

(Prerequisite: ACG 2071) Introduction to the design and operation of accounting information systems emphasizing information theory, computers and behavioral concepts related to internal control and system analysis. (3 hr. Lecture)

AER 1000C AUTOMOTIVE PARTS AND CUSTOMER RELATIONS**3 crs.**

Supplements apprenticeship in auto technology providing theory for a foundation in automotive technology. (2 hr. Lecture, 2 hr. Lab)

AER 1004C ENGINE DIAGNOSIS AND REPAIR**3 crs.**

Supplements apprenticeship in rebuilding automotive engines including disassembly and assembly techniques and restoring tolerances by machining of engine components. (2 hr. Lecture, 2 hr. Lab)

AER 1100C ELECTRICAL SYSTEM DIAGNOSIS AND REPAIR**3 crs.**

Supplements apprenticeship in basis electrical systems for automotive equipment. Topics include lighting systems, schematic troubleshooting, power-assist systems and wiring harnesses. (2 hr. Lecture, 2 hr. Lab)

AER 1112C ENGINE PERFORMANCE**3 crs.**

Supplements apprenticeship as a continuation of AER 1000 with emphasis on advance diagnosis, testing and repair procedure. Application of the chassis dynamometers, HC/CO testers and oscilloscopes is stressed. (2 hr. Lecture, 2 hr. Lab)

AER 1120C SUSPENSION AND STEERING SYSTEMS**3 crs.**

Supplements apprenticeship in steering systems (both power and manual), suspension systems and wheel alignment including suspension, front end and steering repair and alignment. (2 hr. lecture, 2 hr. Lab)

AER 1121C BRAKE SYSTEM DIAGNOSIS AND REPAIR**3 crs.**

Supplements apprenticeship in brake systems, window regulators, seat mechanisms, exhaust systems and other chassis accessories. (2 hr. Lecture, 2 hr. Lab)

AER 1131C AUTOMATIC TRANSMISSION AND TRANSAXLES**3 crs.**

Supplements apprenticeship in automatic transmissions, clutches, standard transmissions, overdrives, propeller shafts and drive axles; includes theory of basis operation, diagnosis, maintenance and repair. (2 hr. Lecture, 2 hr. Lab)

AER 1162C MANUAL TRANSMISSIONS AND DRIVE TRAIN**3 crs.**

Supplements apprenticeship in parts numbering, storage, cataloging, retrieval, ordering and stocking and includes marketing, financial analysis, personnel management, work scheduling and distribution and use of pricing manuals. (2 hr. Lecture, 2 hr. Lab)

AER 1171C HEATING AND AIR-CONDITIONING SYSTEMS**3 crs.**

Supplements apprenticeship in automotive heating and air-conditioning systems with emphasis on air-conditioning cycle. (2 hr. Lecture, 2 hr. Lab)

One credit for each of the following will be granted to an apprentice who satisfactorily completes a term of training on the job:

AER 1940C APPRENTICE EXPERIENCE I**AER 1941C APPRENTICE EXPERIENCE II****AER 1942 APPRENTICE EXPERIENCE III****AMH 2010 UNITED STATES HISTORY TO 1865*****3 crs.**

Examines the extension of European cul-

ture into the Western Hemisphere, the growth and development of the 13 English colonies and intensive study of the Constitution of the United States and the early national period of the United States to the end of the Civil War. Written work: 2,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

AMH 2020 UNITED STATES HISTORY FROM 1865 TO THE PRESENT***3 crs.**

Continuation of AMH 2010, emphasizes the development of the United States into a world power and the internal, economic, social, political and cultural movements and forces. Written work: 2,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

AMH 2091 AFRICAN-AMERICAN HISTORY**3 crs.**

This course presents a balanced view of the American past and present as each relates to race relations and democratic ideals and equips students with the ability to analyze the meaning of the African-American experience. It includes related concerns and relations of African-Americans, Indians, Hispanics and other ethnic minorities as they impact American life today. (3 hr. Lecture)

AMH 2428 EXPLORATIONS IN COMMUNITY HISTORY**3 crs.**

(Prerequisites: ENC 1101, ENC 1102) An introduction to the resources, techniques and methods of local and regional history. It derives its focus from student research projects into local history. Both class and field work experience are incorporated, and student research and writing will be discussed and evaluated. (3 hr. Lecture)

AML 2010 AMERICAN LITERATURE TO 1865***3 crs.**

(Prerequisite: ENC 1102 or equivalent) Development of American literature from colonial times to the end of the Civil War. Written work: 3,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

AML 2020 AMERICAN LITERATURE AFTER 1865***3 crs.**

(Prerequisite: ENC 1102 or equivalent) The rise of modern American literature and current literary trends and contemporary American writers are stressed. Written work: 3,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

ANT 2000 ANTHROPOLOGY**3 crs.**

Survey of anthropology: humankind's remote origins, physical traits (physical anthropology), languages (linguistics) and antiquities (archaeology), as well as life-

* This course meets State Board of Education Rule 6A-10.30, Writing Skills.

styles and institutions of peoples around the world (cultural and social anthropology). Diversities and similarities are explored through selected theories and methods. (3 hr. Lecture)

APA 1111 BOOKKEEPING I 3 crs.

Application of accounting concepts and procedures in sole proprietorship service and merchandising companies offering: (1) vocational preparation for jobs in accounting, (2) a practical background in accounting for other careers, such as clerical, secretarial, sales and managerial positions, and (3) preparation and background for more advanced studies. (3 hr. Lecture)

APA 1121 BOOKKEEPING II 3 crs.

(Prerequisite: APA 1111) Application of accounting concepts and procedures in partnerships, corporations and manufacturing accounting in preparation for a position as a full-charge bookkeeper. The course will include valuation of receivables, inventories, and equipment as well as the analysis and interpretation of financial statement and the statement of cash flows. (3 hr. Lecture)

APA 2170 COMPUTERIZED BOOKKEEPING 3 crs.

(Prerequisite: APA 1111 Bookkeeping I and APA 1121 Bookkeeping II) An overview of computerized bookkeeping applications software. Windows, spreadsheet software, and a payroll program will be used to familiarize the students with the basic support tools available to a full-charge bookkeeper.

ARC 1211 HISTORY OF ARCHITECTURE 3 crs.

A general survey of social, political, and cultural factors which have generated architecture from prehistoric times through the eighteenth century.

ARC 1301C ARCHITECTURAL DESIGN I 3 crs.

Through the understanding and use of basic architectural equipment and drafting equipment, drafting techniques and introduction to the drawing phase of construction documents are achieved. Emphasis is placed on residential construction practices and drawing requirements including plans, evaluation, sections and details.

ARC 1302C ARCHITECTURAL DESIGN II 3 crs.

An introduction to the theory and practice of perspective drawing and presentations. Develop techniques, languages, graphics and models with exercises in graphic representation of space. The study of light, shades

and shadows as they affect architectural forms is also emphasized.

ARC 2201 THEORY OF ARCHITECTURE 3 crs.

The student will demonstrate a proficiency in the basic principles, theories, concepts, goals and aspirations of architecture according to contemporary professional values.

ARC 2303C ARCHITECTURAL DESIGN III 3 crs.

Basic studies in the components of architecture, relating principles of design and solutions from research data obtained by the students.

ARC 2304C ARCHITECTURAL DESIGN IV 3 crs.

Improving perception and awareness of problems related to design and environment of architectural order.

ARC 2461 MATERIALS AND METHODS OF CONSTRUCTION I 3 crs.

Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications, and code requirements are stressed. Lab exercises include photographing of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included.

ARC 2580 STRUCTURES 3 crs.

Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress, and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions.

ARH 1000 ART APPRECIATION * 3 crs.

Explores important works of the visual arts from the past and present and is designed to provide insights into works of art and meet the needs of the General Education program in the Humanities. Written work: 2,000 words minimum. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

ARH 1955 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY) 3 crs.

Survey of galleries and architecture consisting of a tour with lecture series. (3 hr. Lecture)

ARH 1956 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY) 3 crs.

A survey of galleries and architecture with a photographic record and comprehensive report is required. (3 hr. Lecture)

ARH 2050 HISTORY OF ART (EARLY) 3 crs.

A study of works of art from prehistoric world through the Renaissance including painting, sculpture and architecture. Written work: 2,000 words minimum. Requires C or better for AA degree credit. (3 hr. Lecture)

ARH 2051 HISTORY OF ART (MODERN) 3 crs.

A study of works of art from post Renaissance through modern including painting, sculpture and architecture. Written work: 2,000 words minimum. Requires C or better for AA degree credit. (3 hr. Lecture)

ART 1100C INTRODUCTION TO CRAFTS 3 crs.

Survey of arts and crafts pertaining to recreational leadership, mental health programs, occupational therapy and educational programs. Power and hand tools will be used to create projects in clay, wood, paper, fibers and metal. (2 hr. Lecture, 2 hr. Lab)

ART 1101C CRAFTS (May be repeated one time) 3 crs.

In-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs. (2 hr. Lecture, 2 hr. Lab)

ART 1110C INTRODUCTION TO CERAMICS 3 crs.

Introduces basic methods of ceramic production in hand building, wheel throwing and glaze application. (2 hr. Lecture, 2 hr. Lab)

ART 1111C INTERMEDIATE CERAMICS (May be repeated one time) 3 crs.

(Prerequisite: ART 1110C) Continuation of ART 1110C. Kiln stacking, firing and glaze formulation. (2 hr. Lecture, 2 hr. Lab)

ART 1201C DESIGN FUNDAMENTALS (Basic Core Course) 3 crs.

A basic course in visual principles and elements of design emphasizing the vocabulary of art and technical skill in handling art tools for two dimensional visual elements. (2 hr. Lecture, 2 hr. Lab)

ART 1202C COLOR DESIGN 3 crs.

(Prerequisites: ART 1201C and ART 1300C) Continues the visual elements and principles of composition with emphasis on color theory and the use of color and light in design. (2 hr. Lecture, 2 hr. Lab)

ART 1203C THREE-DIMENSIONAL DESIGN 3 crs.

(Prerequisites: ART 1201C and ART 1300C) An introductory course in three-dimensional visual experiences with emphasis on observing reality using the principles of design. Technical skills utilize sculptural medias. (2 hr. Lecture, 2 hr. Lab)

* This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

ART 1230C ADVERTISING DESIGN I 3 crs.

(Prerequisites: ART 1201C and ART 1300C) An introduction to graphic design using the visual elements and principles of design, knowledge of tools and layout procedures. (2 hr. Lecture, 2 hr. Lab)

ART 1280C LETTERING

(May be repeated one time) 2 crs.

Lettering media, techniques, supplies and equipment. (1 hr. Lecture, 3 hr. Lab)

ART 1300C DRAWING FUNDAMENTALS

(Basic Core Course) 3 crs.

An introductory course in drawing using three-dimensional design principles. Emphasis is on vision and the two-dimensional surface. Technical skills are developed through various graphic media. The use and purpose of illusions, including linear perspective, are explored preparatory to expressive drawing and compositions. (2 hr. Lecture, 2 hr. Lab)

ART 1301C INTERMEDIATE DRAWING

3 crs.

(Prerequisites: ART 1201C and ART 1300C) Figure drawing with emphasis on anatomy and composition. (2 hr. Lecture, 2 hr. Lab)

ART 1305C FREEHAND PERSPECTIVE DRAWING

3 crs.

(Prerequisite: ART 1300C) Emphasizes development of drawing skills necessary for freehand visual communication in Architecture, Interior Design, Drafting and related areas. (2 hr. Lecture, 2 hr. Lab)

ART 2231C ADVERTISING DESIGN II

3 crs.

(Prerequisite: ART 1230C) Production procedures from roughs to finished art. Field trips to the advertising-art industry where the techniques and procedures of graphic reproduction will be studied. (2 hr. Lecture, 2 hr. Lab)

ART 2232C ADVERTISING DESIGN III

3 crs.

(Prerequisite: ART 2231C and GRA 2800C) Visualization and presentation of layout and design with emphasis on designing a company's advertising program. Speed and proficiency are goals, and the production becomes the basis for a personal portfolio. (2 hr. Lecture, 2 hr. Lab)

ART 2330C LIFE DRAWING

3 crs.

(Prerequisite: ART 1301C) Advanced figure drawing class continuing emphasis on composition and imagery. (2 hr. Lecture, 2 hr. Lab)

ART 2400C INTRODUCTION TO PRINTMAKING

3 crs.

(Prerequisites: ART 1201C and ART 1300C) An introduction to printmaking techniques. (2 hr. Lecture, 2 hr. Lab)

ART 2401C PRINTMAKING

(May be repeated one time) 3 crs.

(Prerequisite: ART 2400C) Printmaking with emphasis on image-making related to printing processes. (2 hr. Lecture, 2 hr. Lab)

ART 2510C INTRODUCTION TO PAINTING

3 crs.

(Prerequisites: ART 1201C and ART 1300C) Fundamental techniques of painting in water color, acrylic or oil. (2 hr. Lecture, 2 hr. Lab)

ART 2520C PAINTING COMPOSITION

(May be repeated one time) 3 crs.

(Prerequisite: ART 2510C) Continuation of ART 2510C with further investigation of expression and composition through technical procedures. (2 hr. Lecture, 2 hr. Lab)

ART 2521C FIGURE PAINTING

(May be repeated one time) 3 crs.

(Prerequisites: ART 1301C, ART 2510C) Use of the human figure as a subject in painting. (2 hr. Lecture, 2 hr. Lab)

ART 2551C AIR BRUSH I

(May be repeated one time) 3 crs.

(Co- and/or prerequisites: ART 1202C, ART 1230C, ART 1300C) An introduction to applied techniques of the air brush including masking and overlay, color mixing, care of the air brush and assorted materials. (2 hr. Lecture, 2 hr. Lab)

ART 2701C SCULPTURE

(May be repeated one time) 3 crs.

(Prerequisite: ART 1203C) Technical skills are developed in sculpture media including additive and subtractive procedures, mold-making and casting. (2 hr. Lecture, 2 hr. Lab)

ART 2710C STONE CARVING

2 crs.

(Prerequisites: ART 1203C) Advanced course in sculpture with emphasis on stone carving. (1 hr. Lecture, 3 hr. Lab)

ASC 1101 AERO-NAVIGATION

3 crs.

(Prerequisite: ATT 1100) Introduction to navigation including piloting, dead reckoning, radio and celestial and use of serial charts, plotters and navigational procedures are provided. (3 hr. Lecture)

ASC 1210 AERO-METEOROLOGY

3 crs.

Weather, its hazards and available FAA services for pilots. (3 hr. Lecture)

ASC 1310 AERO-SAFETY AND REGULATIONS

2 crs.

In-depth study of Federal Aviation Regulations and procedures required through the ATP rating. A portion of the time will be spent analyzing aircraft performances related to regulations and safe operating procedures. (2 hr. Lecture)

ASC 1640 PROPULSION SYSTEMS

3 crs.

Theory of engines, engine construction, engine operating procedures. Performance

and safe engine operation are emphasized. (3 hr. Lecture)

ASC 2550 AERODYNAMICS

3 crs.

(Prerequisite: ATT 1100) Study of physical flight principles including airflow, airfoils and the production of lift and drag as applied to airplane performance, stability and control. Special attention is given to high-speed and hovering flight. (3 hr. Lecture)

ASN 2000 SOVIET STUDIES

3 crs.

Comprehensive study of the development of the former and current modern Soviet state through the history, culture and government of Russia and traces the movement, development and decline of Russian communism including political theories and practices, social implications and the conduct of foreign affairs, programs and techniques of current world affairs. (3 hr. Lecture)

AST 1002 DESCRIPTIVE ASTRONOMY

3 crs.

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of astronomy, nebulae and galactic structure. Lectures, discussion and observations. (3 hr. Lecture)

ATF 1100 FLIGHT - PRIVATE

3 crs.

FAA Private Pilot's license requires 20 hours of dual flight instruction and 20 hours of solo flight to successfully pass the FAA-approved ground and flight school. Examinations in both flight and ground subjects are given by the FAA. (3 hr. Lecture)

ATF 1600 BASIC FLIGHT SIMULATOR

1 cr.

Fifteen class hours are required for FAA credit consisting of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques.

ATF 2200 FLIGHT - COMMERCIAL

3 crs.

FAA Commercial Pilot's license requires 250 hours of flight time, 50 hours of dual flight instruction and 200 hours solo flight time. Some flight hours may be saved by attending a FAA-approved ground and flight school. The FAA gives examinations in both flight and ground subjects.

ATF 2300 FLIGHT - INSTRUMENT

3 crs.

For an instrument rating, the FAA requires 200 hours of pilot flying time, plus 20 hours of instrument instruction and 20 hours of pilot instrument time with appropriate ground school. FAA Flight and Ground examinations must be passed.

ATF 2605 INTERMEDIATE FLIGHT SIMULATOR 1 cr.

Fifteen class hours are required for FAA credit; continuation of skill-developed simulator flight with emphasis on introduction to navigation systems and problems.

ATF 2610 ADVANCED INSTRUMENT FLIGHT SIMULATOR 1 cr.

Twenty class hours are required for FAA credit. Advanced simulator laboratory designed to develop proficiency in cross-country IFR and approach IFR flight. Fifteen hours is creditable toward FAA flight instruction flight time requirements.

The courses ATF 1600, ATF 2605 and ATF 2610 require division chairperson or course instructor approval prior to registration.

ATF 2691 INSTRUMENT REFRESHER SIMULATOR LABORATORY 1 cr.

Modular course covering simulator instruction for experienced pilots on an individual basis: consists of three-hour simulator modules to improve pilot proficiency in handling instrument flight problems and meeting FAA instrument currency requirements. Requires instructor approval and is offered on demand. Completion of five modules earns one semester hour credit.

ATT 1100 PRIVATE PILOT GROUND SCHOOL 3 crs.

Theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the FAA Private Pilot written examination. (3 hr. Lecture)

ATT 2120 INSTRUMENT GROUND SCHOOL 3 crs.

(Prerequisite: ATT 1100) Continuation of Commercial/Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. Preparation for FAA instrument examination. (3 hr. Lecture)

AVM 2010 AEROSPACE AND AIR TRAVEL 3 crs.

(Prerequisite: ATT 1100) Study of passenger movement, air freight and airline operations including financing, personnel, training, procurement of equipment, public relations and other problems related to air carriers and contractors. (3 hr. Lecture)

BAN 1004 PRINCIPLES OF BANKING 3 crs.

Covers the economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional

services, trust services, safe deposit services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. (3 hr. Lecture)

BAN 1114 DEPOSIT OPERATIONS 3 crs.

Overview of U.S. payments system, banking law and regulation, and current industry practices and examines bank deposit-taking, considers how banks manage deposited funds and explores the interbank EFT systems. (3 hr. Lecture)

BAN 1141 TELLER TRAINING 2 crs.

Basic teller skills for banking divided into seven content modules, each covering a specific area. (3 hr. Lecture)

BAN 1161 CORPORATE SECURITIES SERVICES 3 crs.

Corporate securities processing and administration including an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities. (3 hr. Lecture)

BAN 1207 PROBLEM LOANS 1 cr.

Using a case study approach, previews the primary causes of problem loans, warning signals and how to minimize losses. (1 hr. Lecture)

BAN 1211 STATEMENT ANALYSIS 3 crs.

Basic concepts and skills of statement analysis. (3 hr. Lecture)

BAN 1212 FUNDAMENTALS OF ANALYZING FINANCIAL STATEMENTS 2 crs.

Basic understanding of financial statements and their use in a bank. It shows how financial statements are used in analyzing the lending situation and making the loan decision. It is not intended to replace Analyzing Financial Statements. (2 hr. Lecture)

BAN 1240 CONSUMER LENDING 3 crs.

Overview of the consumer credit operation examining the role of consumer credit in overall banking operations by offering an enhanced understanding of the consumer credit function. (3 hr. Lecture)

BAN 1254 REAL ESTATE DOCUMENTATION 1 cr.

Concentrates on lending practices for one-to-four family residences, essential underwriting processes and consumer compliance regulations including the secondary mortgage market. (1 hr. Lecture)

BAN 1423 CUSTOMER SERVICE FOR BANK PERSONNEL 1 cr.

Provides new and experienced personnel with the opportunity to further develop communications skills so they can better serve their customers' financial and personal needs, help their bank compete profitably

and experience greater job satisfaction. (1 hr. Lecture)

BAN 1425 SELLING BANK SERVICES 1 cr.

Sales techniques for customer-contact personnel resulting in new business for the bank and encourage present customers to broaden the range of bank services they use. Emphasis is on identifying customer needs for bank transaction or form conversation with the customer and suggesting appropriate services. (1 hr. Lecture)

BAN 1500 ECONOMICS FOR BANKERS 3 crs.

Provides bankers with an introduction to the fundamental principles of economics with emphasis on topics important to bankers. The text covers the basics of economic theory and applications to banking. (3 hr. Lecture)

BAN 1501 MONEY AND BANKING 3 crs.

Discusses financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems and international finance. (3 hr. Lecture)

BAN 1531 INTRODUCTION TO SUPERVISION 1 cr.

Prepares participants for supervisory jobs. Four modules form the basis for a 12-to-15 hour program designed for maximum scheduling flexibility. Activities such as case studies, role playing and discussion allow participants to practice skills as they learn. (1 hr. Lecture)

BAN 1603 WRITING FOR RESULTS 1 cr.

Addresses the logical organization and writing of letters and reports. Orienting the letter or report to the purpose and recipient is emphasized as a means of getting results from written communications. (1 hr. Lecture)

BAN 1604 SPEAKING TO COMMUNICATE 1 cr.

Addresses identification and analysis of the message and the respondent and focuses on personal communications trouble-spots. Using cross-evaluation and peer reaction, emphasis is on both the goal of the communication and the reaction of the listener. (1 hr. Lecture)

BAN 1742 BANK MANAGEMENT 3 crs.

Discussion of bank financial statements, an overview of asset-liability management,

deposit functions, lending, short-term funds management and capital management. (3 hr. Lecture)

BAN 2155 INTERNATIONAL BANKING 2 crs.

Overview of the fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, international lending and how money is changed from one currency to another. (2 hr. Lecture)

BAN 2156 LETTERS OF CREDIT 2 crs.

Use of letters of credit, basic operations of letters of credit and examination of related documents including incoterms, upgraded letters of credit forms and module of issuance. (2 hr. Lecture)

BAN 2213 ANALYZING FINANCIAL STATEMENTS 3 crs.

Explains basic elements of financial statements and the tools of analysis. Requires no accounting or credit training. Case studies, exercises and sample statements are utilized. (3 hr. Lecture)

BAN 2231 COMMERCIAL LENDING 3 crs.

Overview of the commercial lending function targeted to management trainees and junior management and is divided into four sections: commercial lending, the lending process, portfolio management and regulation and business development. (3 hr. Lecture)

BAN 2252 REAL ESTATE FINANCE 3 crs.

Mortgage credit operations of commercial banks are reviewed and addresses how funds are channeled into mortgage markets, the financing of residential and income-producing property and administrative tasks common to mortgage departments. (3 hr. Lecture)

BAN 2253 RESIDENTIAL MORTGAGE LENDING 2 crs.

Basic information for making residential mortgage underwriting decisions by evaluating the borrower and the property. (2 hr. Lecture)

BAN 2400 TRUST BUSINESS 3 crs.

Covers property and property rights, wills, settlement of estates; responsibilities of executors and administrators; personal trusts; insurance trusts; administration of personal trusts; general responsibilities of trustees, general responsibilities of investment procedures of trustees; essential features of personal trust instruments; guardianships; personal agencies; responsibilities of personal agents; corporate trusts; administration of corporate trusts; corporate agencies; employee trusts; community trusts; institutional trusts and agencies; history of trust services;

and historical background of trust institutions. (3 hr. Lecture)

BAN 2403 TRUST INVESTMENTS 3 crs.

Examines the securities business and broadens knowledge of the investment services offered by trust departments. (3 hr. Lecture)

BAN 2405 TRUST OPERATIONS 3 crs.

Discusses the concepts comprising trust functions and translates them into workable procedures and provides a reference from which those skills can be learned. Focuses on the development of knowledge and attitudes required. (3 hr. Lecture)

BAN 2412 FINANCIAL PLANNING 3 crs.

Overview of the financial planning process and its applications and prepares students for financial decisions at home and work. (3 hr. Lecture)

BAN 2511 MARKETING FOR BANKERS 3 crs.

Covers the functional structure of bank public relations and marketing; staff selection, training and performance; internal communication; physical facilities and equipment; marketing and opinion research; policy determination and planning for public relations and marketing; publicity, advertising, marketing and selling; staff selling; the officer call program; community relations; school relations; government relations; relations with banking competitors and other financial institutions; and stockholder relations. (3 hr. Lecture)

BAN 2750 COMPLIANCE MANAGEMENT 1 cr.

Examines the effective compliance program using guidelines for determining how the compliance function fits with overall bank structure. Covers responsibilities of a compliance officer, explains how to implement a program and discusses ways to monitor and audit program for continued efficiency. (1 hr. Lecture)

BAN 2782 BANK INVESTMENTS AND FUNDS MANAGEMENT 3 crs.

Discusses economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety consideration, tax and related considerations, and investment policies. (3 hr. Lecture)

BAN 2800 LAW AND BANKING: PRINCIPLES 3 crs.

Overview of the legal aspects of banking; a non-technical approach to all aspects of the legal system that directly affect banks. Top-

ics include: court systems and civil procedures, consumer protection, negotiable instruments, secured transactions, property, documents of title, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections and legal aspects of bank transactions. (3 hr. Lecture)

BAN 2931 ACCELERATED PRINCIPLES OF BANKING 1 cr.

Condensed version of a 16-week course designed to give participants a concise overview of the banking industry. (1 hr. Lecture)

BCN 1210 BUILDING CONSTRUCTION MATERIALS 3 crs.

(Co-requisite: BCN 2253C) Covers sources, properties and uses of construction materials. (3 hr. Lecture)

BCN 1272 PLANS INTERPRETATION 3 crs.

Develops ability to read and interpret working drawings and specifications used in the construction industry. (3 hr. lecture)

BCN 1616 ADVANCED CONSTRUCTION ESTIMATING 3 crs.

Analysis and determination of building construction costs beginning with classification of materials, labor and subcontracted work into the smallest manageable units; estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings; and including indirect and overhead costs, the preparation of bid proposals and related documents. (3 hr. Lecture)

BCN 1740 CONSTRUCTION LAW 3 crs.

Legal aspects of construction contracts and the responsibilities arising from field operations including relationship of general contractor to owner, architect and subcontractor, materialmen and mechanics lien law; bonds; labor law; OSHA; workmen's compensation; taxes; and other statutes and ordinances regulating contractors. (3 hr. Lecture)

BCN 1750 CONSTRUCTION FINANCE 3 crs.

Building construction financing and related contract requirements includes construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans and insurance. (3 hr. Lecture)

BCN 2220 CONSTRUCTION MATERIALS AND METHODS 3 crs.

Construction methods are analyzed and classified. Developments in new materials and systems are discussed with emphasis on applications and future trends in South Flor-

ida Some construction experience preferred. (3 hr. Lecture)

BCN 2253C ARCHITECTURAL DRAFTING 3 crs..

(Prerequisite: ETD 1110C or equivalent; co-requisite: BCN 1210) Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. (1 hr. Lecture, 5 hr. Lab)

BCN 2712 CONSTRUCTION SUPERVISION PROCEDURE 3 crs.

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel and technical and professional individuals includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership and incentive. (3 hr. Lecture)

BCN 2941 BUILDING CONSTRUCTION EXPERIENCE 4 crs.

Credit will be given those documenting four years experience toward journeyman-level tradesmanship. (4 hr. Lecture)

BCV 0850P PLUMBER'S APPRENTICE I (FIRST YEAR-TERM A) 2 voc. crs.

(Prerequisite: Acceptance into the Plumber's Apprentice Program; co-requisite: BCV 0940PR) Term A covers the essentials of law and careers related to plumbing, tools, pipes and fittings used in plumbing installation, safety and hazardous materials training and review of basic mathematics and sciences applied to the plumber's trade. (72 hr. Lecture)

BCV 0852P PLUMBER'S APPRENTICE II (FIRST YEAR-TERM B) 2 voc. crs.

(Prerequisite: BCV 0850P; co-requisite: BCV 0941PR) Continues first year of apprentice program with an overview of installation practices of plumbing fixtures, faucets and valves. First aid, occupational safety and health and blueprint reading and sketching. (72 hr. Lecture)

BCV 0853P PLUMBER'S APPRENTICE III (SECOND YEAR-TERM A) 2 voc. crs.

(Prerequisite: BCV 0852P; co-requisite: BCV 0942PR) Begins second year of program. Classroom instruction continues plumbing installation techniques including water pipes, distribution systems, water heaters, sewage and drainage fixtures. Applied mathematics continues to build on concepts covered in the first-year courses. (72 hr. Lecture)

BCV 0854P PLUMBER'S APPRENTICE IV 2 voc. crs.

(Prerequisite: BCV 0853P; co-requisite: BCV 0943PR) Continues the second year of

the program. Welding techniques and safety are continued from the previous course including soldering, brazing and cutting, metal-arc, and oxy-acetylene welding and pipe tacking. Plumbing installation techniques are continued covering sewage pumps and ejectors, venting and hangers. The scientific concepts of water and water pressure are related to plumbing. Rigging and hoisting techniques and safety are reviewed. (72 hr. Lecture)

BCV 0855P PLUMBER'S APPRENTICE V 2 voc. crs.

(Prerequisite: BCV 0854P; co-requisite: BCV 0944PR) Begins the third year of the program. Introduces residential and commercial installation of plumbing fixtures and appliances, more on mathematical concepts commonly used by plumbers and emphasis on gas codes for installation, inspection and testing. (72 hr. Lecture)

BCV 0856P PLUMBER'S APPRENTICE VI (THIRD YEAR-TERM B) 2 voc. crs.

(Prerequisite: BCV 0855P; co-requisite: BCV 0945PR) Covers further topics in applied mathematics including calculations of tank capacities, volume and weight of water, sizing storm drains and piping expansion. Advanced applied scientific topics include heat transfer, basic electricity, electric current, electrical safety and electrical troubleshooting. Advanced structural blueprint reading including floor plans, site plans, plumbing, electrical, HVAC and detail plans. (72 hr. Lecture)

BCV 0857P PLUMBER'S APPRENTICE VII (FOURTH YEAR-TERM A) 2 voc. crs.

(Prerequisite: BCV 0856P; co-requisite: BCV 0946PR) Fourth-year course in the program begins repair and servicing of residential, commercial, institutional and industrial fixtures and piping systems. Mathematical concepts are advanced using formulas and tables to calculate pipe and system sizing. Heating systems are covered including hot water boilers, steam boiler, hydronic, warm air, solar and humidification systems. (72 hr. Lecture)

BCV 0858P PLUMBER'S APPRENTICE VIII (FOURTH YEAR-TERM B) 2 voc. crs.

(Prerequisite: BCV 0857P; co-requisite: BCV 0947PR) Final semester in the four-year program continues the science applications related to pumps and pump repair and maintenance. Advanced blueprint reading, sketching and material take-off and estimated are covered. Plumbing codes are emphasized including regulations regarding sanitary drainage systems, medical facility plumbing, private sewage disposal, portable water supply pumps for mobile homes and trailer parks. (72 hr. Lecture)

BCV 0871E APPRENTICESHIP IN RESIDENTIAL WIRING I (FIRST YEAR-SECOND COURSE) 2 voc. crs.

(Co-prerequisite: BCV 0950ER Electrical Apprenticeship Co-op I) This course provides an introduction to general jobsite safety, emergency procedures including first aid and CPR, proper tool identification and use, basic rigging and digging techniques and introduction to construction blueprints and basic shop math. (72 contact hrs.)

BCV 0872E APPRENTICESHIP IN RESIDENTIAL WIRING II (FIRST YEAR-SECOND COURSE) 2 voc. crs.

(Prerequisite: Must have completed BCV 0871E Electrical Apprenticeship in Residential Wiring I and BCV 0950ER Electrical Apprenticeship Co-op I or have permission of instructor.) This course provides an introduction to the National Electrical Code NEC and its application to residential wiring. An understanding of the various types of standard and special circuits and wiring load calculation and installation techniques will be included. Selection of conduit, wire, boxes and cable trays are emphasized. (72 contact hrs.)

BCV 0873E APPRENTICESHIP IN ELECTRICAL WIRING III 2 voc. crs.

(Prerequisite: BCV 0872E: Apprenticeship in Electrical Wiring II) This course provides an introduction to AC theory, AC circuits, single and three phase circuits and systems. Generation of AC power, transformers, various AC motors will also be examined. This is the third course in the apprenticeship sequence. (72 contact hrs.)

BCV 0874E APPRENTICESHIP IN ELECTRICAL WIRING IV 2 voc. crs.

(Prerequisite: BCV 0873E Apprenticeship in Electrical Wiring III; Co-requisite: BCV 0952ER Electrical Apprenticeship Co-Op III) This course provides theory of basic DC circuits as applied to residential wiring and controls. Math concepts and theory for Ohm's Law, Watts Law and introduction to Kirchoff's Laws are covered. Series and parallel circuits, magnetism and DC motors/generators and controls are covered. This is the fourth course in the Electrical Apprentice sequence. (72 contact hrs.)

BCV 0940PR PLUMBER'S APPRENTICE CO-OP I 3 voc. crs.

(Prerequisite: admission to the Plumber's Apprentice program; co-requisite: BCV 0850P) Coordinated work-study program reinforcing the educational and professional growth of students through parallel involvement in classroom studies and field experience. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated

by their immediate supervisor on the accomplishment of the stated objectives. (19.5 hr. Lab)

BCV 0941PR PLUMBER'S APPRENTICE CO-OP II 3 voc. crs.

(Prerequisites: BCV 0940PR, BCV 0850P; co-requisite: BCV 0852P) Continues the field experience part of the Plumber's Apprentice program. A directed work-study program same as BCV 0940PR. (25 hr. Lab)

BCV 0942PR PLUMBER'S APPRENTICE CO-OP III 3 voc. crs.

(Prerequisites: BCV 0941PR, BCV 0852P) Continues the field experience of students in the Plumber's Apprentice program. Coordinated, directed work-study objectives emphasize work safety in caulking cast iron pipe. (19.5 hr. Lab)

BCV 0943PR PLUMBER'S APPRENTICE CO-OP IV 3 voc. crs.

(Prerequisites: BCV 0942PR, BCV 0853P, BCV 0854P) Completes the second year of the Plumber's Apprentice program. It continues the directed work-study experience of the apprentice introducing drainage piping and blueprint reading and layout. (25 hr. Lab)

BCV 0944PR PLUMBER'S APPRENTICE CO-OP V 3 voc. crs.

(Prerequisites: BCV 0943PR, BCV 0854P) Continues the Plumber's Apprentice program. Venting, pipe cutting, reaming, threading and flanging are taught including use of power tools and safety. (19.5 hr. Lab)

BCV 0945PR PLUMBER'S APPRENTICE CO-OP VI 3 voc. crs.

(Prerequisites: BCV 0855P, BCV 0856P) Continues the Plumber's Apprentice program by providing directed work-study experience in hot and cold water systems in domestic installations. (25 hr. Lab)

BCV 0946PR PLUMBER'S APPRENTICE CO-OP VII 3 voc. crs.

(Prerequisites: BCV 0856P, BCV 0945PR) Continues the directed work-study portion of the Plumber's Apprentice program with emphasis on gas systems' applications, safety and code requirements. (19.5 hr. Lab)

BCV 0947PR PLUMBER'S APPRENTICE CO-OP VIII 3 voc. crs.

(Prerequisites: BCV 0857P, BCV 0858P) Final directed work-study sequence in the four-year Plumber's Apprentice program. This course trains the student in single fixture and water heater systems installation. (25 hr. Lab)

BCV 0950ER ELECTRICAL APPRENTICESHIP (CO-OP) I 3 voc. crs.

(Prerequisite: Admission to the Electrical Apprenticeship program; Co-requisite: BCV

0871E Apprenticeship in Residential Wiring I)

This is a coordinated work-study program which reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives. (19.5 contact hrs.)

BCV 0951ER ELECTRICAL APPRENTICESHIP (CO-OP) II 3 voc. crs.

(Prerequisites: BCV 0950ER Electrical Apprenticeship Co-op I, BCV 0871E Apprenticeship in Residential Wiring I and BCV 0872E Apprenticeship in Residential Wiring II) This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on-the-job assignment, and the student is evaluated according to the objectives.

BCV 0952ER ELECTRICAL APPRENTICESHIP CO-OP III 3 voc. crs.

(Prerequisite: BCV 0951ER Electrical Apprenticeship Co-Op II; Co-requisite: BCV 0873E: Apprenticeship in Residential Wiring III or IV). This is a coordinated work study program which reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives. (19.5 contact hrs.)

BCV 0953ER ELECTRICAL APPRENTICESHIP CO-OP IV 4 voc. crs.

(Prerequisites: BCV 0874E: Apprenticeship in Residential Wiring IV & BCV 0952ER Electrical Apprenticeship Co-Op III) This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on-the-job assignment, and the student is evaluated according to the objectives. (25 contact hrs.)

BOT 1010 GENERAL BOTANY I 3 crs.

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010L) Introductory survey of the plant kingdom with emphasis on phylogenetic relationships includes cytol-

ogy, morphology, anatomy, physiology and economic importance of plants. (3 hr. Lecture)

BOT 1010L GENERAL BOTANY I LABORATORY 1 cr.

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010) Laboratory exercises correlating topics of the lecture. (2 hr. Lab)

BOT 1011 BOTANY II 3 crs.

(Prerequisite: BOT 1010 and BOT 1010L) Study of vascular plants with emphasis on taxonomy, distribution and ecology and advanced study of vascular plant morphology and anatomy. Field work includes ecological studies and preparation of a plant collection. (3 hr. Lecture)

BOT 1011L BOTANY II LABORATORY 1 cr.

(Prerequisite: BOT 1010; co-requisite: BOT 1011) Laboratory exercises correlating topics of the lecture. (3 hr. Lab)

BRC 1311 CREDIT UNION ACCOUNTING 3 crs.

Basic course in financial accounting applied to credit unions (3 hr. Lecture)

BRC 1351 CREDIT UNION ECONOMICS 3 crs.

Macroeconomic issues related to credit unions and related financial institutions including supply and demand, inflation, GNP and elasticity, function of money, regulation of financial institutions, national monetary and fiscal policies and global economics. (3 hr. Lecture)

BRC 1949C CO-OP: BANK TRAINING I 3 crs.

Coordinated work-study reinforcing educational and professional growth through classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job banking assignment. The student is evaluated by the teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

BRC 2949C CO-OP: BANK TRAINING II 3 crs.

Continuation of BRC 1949. (1 hr. Lecture, 10 hr. Lab)

BSC 1010 PRINCIPLES OF BIOLOGY 3 crs.

Introduction to biology, cellular biology and biochemistry, genetic theory, evolutionary principles and ecological problems with emphasis on principles of man's responsibility to the environment. (3 hr. Lecture)

BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY 1 cr.

(Prerequisite or co-requisite: BSC 1010) Laboratory studies in biochemistry, physiology, taxonomy, morphology and genetics. (2 hr. Lab)

BSC 1050 ENVIRONMENTAL CONSERVATION 3 crs.

Examines the natural environment and man's activities and identifies ecological problems man confronts. Lectures, demonstrations, field trips and completion of a conservation project. (3 hr. Lecture)

BSC 1085 ANATOMY AND PHYSIOLOGY I 3 crs.

(Co-requisite: BSC 1085L) Introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, skeletal, muscular and nervous systems. (3 hr. Lecture)

BSC 1085L ANATOMY AND PHYSIOLOGY I LAB 1 cr.

(Co-requisite: BSC 1085) Laboratory to accompany BSC 1085. (2 hr. Lab)

BSC 1086 ANATOMY AND PHYSIOLOGY II 3 crs.

(Co-requisite: BSC 1086L; prerequisite: BSC 1085) Continuation of BSC 1085. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. (3 hr. Lecture)

BSC 1086L ANATOMY AND PHYSIOLOGY II LAB 1 cr.

(Co-requisite: BSC 1086) Laboratory to accompany BSC 1086. (2 hr. Lab)

BUL 2241 BUSINESS LAW I 3 crs.

Introductory course on the fundamental concepts of law in society and in the business environment. Topics include state and federal court systems, common statutory law, administrative procedures and constitutional law with emphasis on torts, contracts, bailments and sales (warranties and liabilities). (3 hr. Lecture)

BUL 2242 BUSINESS LAW II 3 crs.

Continuation of BUL 2241 includes negotiable instruments (checks, drafts and notes), principal and agent, business associations (including proprietorships, partnerships and corporations), debtor-creditor relationships and real and personal property. (3 hr. Lecture)

CCJ 1010 INTRODUCTION TO CRIMINOLOGY 3 crs.

Examines four interrelated areas: 1) history of criminology/ development of criminology; 2) causes of criminal behavior; 3) ways of defining and measuring crime and criminality; 4) methods for testing, examining, construction and criticizing criminological theories. (3 hr. Lecture)

CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE 3 crs.

Overview of the system of administration of justice with emphasis on due process, justice and Constitutional guarantees and

civil rights of citizens and prisoners at various levels. (3 hr. Lecture)

CCJ 1191 INTRODUCTION TO HUMAN BEHAVIOR AND THE CRIMINAL JUSTICE PRACTITIONER 3 crs.

Study of the nature and peculiarities of human behavior in direct relation to crime and delinquency with emphasis on how behavior relates to the duties and responsibilities of criminal justice practitioners in a democratic society. (3 hr. Lecture)

CCJ 1250 INTRODUCTION TO CONSTITUTIONAL LAW 3 crs.

Introductory study of the United States Constitution and Florida Constitution presenting an in-depth analysis of constitutional law with emphasis on arrest, search and seizure, interrogations, self-incrimination and authority and limitations on police actions under the Bill of Rights. (3 hr. Lecture)

CCJ 1281 LEGAL RIGHTS AND RESPONSIBILITIES OF PRISONERS AND CORRECTIONAL STAFF 3 crs.

Introduction to the legal rights, responsibilities and liabilities of offenders and correctional officials in institutional and community-based settings and rules and regulations of the state. (3 hr. Lecture)

CCJ 1400 POLICE ADMINISTRATION I 3 crs.

Covers administrative activity of a modern police department including administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. (3 hr. Lecture)

CCJ 1401 POLICE ADMINISTRATION II 3 crs.

Covers police department operations which are seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. (3 hr. Lecture)

CCJ 2210 CRIMINAL LAW 3 crs.

Study of the scope, purpose, definition and classification of crimes. Includes criminal intent, acts of omission and commission and offenses against the person and property. Elements of more common offenses and their defense are studied in-depth. (3 hr. Lecture)

CCJ 2230 LAWS OF EVIDENCE 3 crs.

Examines evidence and rules governing admissibility of evidence to court and continues the study of the criminal justice system. Emphasis on Florida laws of evidence and their application. (3 hr. Lecture)

CCJ 2231 LAW OF ARREST, SEARCH AND SEIZURE 3 crs.

Covers right and duty to make arrests; obligations imposed by oath of officer; distinction between felony and misdemeanor; requisites of legal arrest in the Florida Penal Code; immunity from arrest, legal rights to

suspect, techniques and procedures in effecting arrests; legal use of force, degree of force, rights of arrested persons; attitude and remarks of arresting officer; laws and regulations pertaining to search and hold for evidence or confiscation of property. (3 hr. Lecture)

CCJ 2310 ORGANIZATION & ADMINISTRATION OF CORRECTIONAL FACILITIES 3 crs.

The organization of institutions is studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed including planning programs for specialized behavioral problems of inmates. (3 hr. Lecture)

CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE 3 crs.

Examines procedures associated with community-based treatment programs before and after incarceration including sentencing patterns, problems and procedures along with administrative policies. Supervision of probationers and parolees including individual treatment and counseling methods will be explored. (3 hr. Lecture)

CCJ 2500 JUVENILE DELINQUENCY 3 crs.

Introduction to causes and treatment of juvenile delinquency. The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures; methods in delinquency control; and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. (3 hr. Lecture)

CCJ 2940C CRIMINAL JUSTICE INTERNSHIP PROGRAM 4 crs.

(Prerequisite: Sophomore students or others, determined by the division chair, based on course work or experience) Examines the functions and operations of local criminal justice agencies. Placements are available with police, courts and correctional agencies. Participants will be assigned, supervised and evaluated by the instructor and agency personnel. (1 hr. Lecture, 9 hr. Lab)

CET 1123C MICROPROCESSORS 4 crs.

(Prerequisite: CET 2112C or permission of instructor) Explores how microprocessor chips can be lined with appropriate peripheral ICs to accomplish logic functions from simple AND, OR, logic to the complexities of the general purpose digital computer. Emphasis on the use of the microprocessor as a controller, rather than as a data processor. Topics include: microprocessor chip logic,

bus, memory, programming, interfacing, A/D and D/A conversion and device communications. The 8080 microprocessor trainers are provided in the lab. Students get hands-on experience programming and interfacing to actual equipment. (3 hr. Lecture, 2 hr. Lab)

CET 1143 MICROPROCESSOR APPLICATIONS 3 crs.

(Prerequisites: CET 1123C and CET 2112C) Emphasis on microprocessor applications in the industrial environment. Topics include stepper motor and servo-motor control; transducer sensing with feedback control of a process; serial, parallel, IEEE 488 interfacing; and assembly language programming. Z-80 microprocessor boards with interfacing boards are available for laboratory projects. (3 hr. Lecture)

CET 2112C LOGIC CIRCUITS 4 crs.

Study of digital devices and systems included in SSI and MSI technology. Topics include number system; binary arithmetic; Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, OR, NOT, NAND, and NOR gates and FFs; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory. (3 hr. Lecture, 2 hr. Lab)

CGS 1060 PC STARTER 1 cr.

Introduces the computer novice to the personal computer (PC) designed to familiarize students with the keyboard, disks, printers, DOS and the major application software packages. A number of practical problems are solved during hands-on laboratory sessions. (1 hr. Lecture)

CGS 1361 INTRODUCTION TO COMPUTERS 3 crs.

Introduction to data processing concepts. Topics include basic computer theory, file storage media, input-output devices, data processing terminology, software concepts, flowcharting, number systems, historic development of data processing, word processing, spreadsheets, database and an introduction to programming using the BASIC language. (3 hr. Lecture)

CGS 1510 ELECTRONIC SPREADSHEET I 1 cr.

Introductory course using a popular spreadsheet program covering the basics of spreadsheet design, development of spreadsheets, and reviews suggested applications. (1 hr. Lecture)

CGS 1511 ELECTRONIC SPREADSHEET II 1 cr.

(Prerequisite: CGS 1510) This is the second course in the use of a popular spreadsheet program. This course expands on the con-

cepts developed in the first course, CGS 1510. (1 hr. Lecture)

CGS 1512 ELECTRONIC SPREADSHEET III 1 cr.

(Prerequisite: CGS 1511 or permission of instructor) This is the third course in the spreadsheet sequence. In this course, the student learns to customize and automate spreadsheet applications. (1 hr. Lecture)

CGS 1513 ELECTRONIC SPREADSHEETS 3 crs.

Hands-on training with a popular electronic spreadsheet including entering text, numbers and formulas, retrieving, saving and erasing files, manipulating column widths and text alignment, absolute and relative addressing, insert and delete rows/columns, database functions and macros; same as CGS 1510/1511/1512. (3 hr. Lecture)

CGS 1540 BEGINNING DATABASE CONCEPTS 1 cr.

This is the first course in a three-course sequence. Students are introduced to database concepts and capabilities. Simple database files are created and indexed; reports and mail labels are produced. (1 hr. Lecture)

CGS 1541 INTERMEDIATE DATABASE CONCEPTS 1 cr.

(Prerequisite: CGS 1540 or permission of instructor) This is the second course in a three-course sequence. Modular design, structural integrity and detailed reports and forms are created. (1 hr. Lecture)

CGS 1545 DATABASE MANAGEMENT 3 crs.

This course provides hands-on training in the use of a popular database program. Students will learn introductory through advanced database concepts; same as CGS 1540/1541/1542. (3 hr. Lecture)

CGS 1554 USING PC'S TO CONNECT TO AN ON-LINE SERVICE 1 cr.

(Prerequisites: CGS 1060, CGS 1361 or equivalent) This is an introduction to the use of a PC to connect to an on-line service. This is not a course on the theory of PC telecommunications. Any one of a number of on-line services may be studied. Topics to be covered are: PC hardware, modems, telephone lines, communication software and the appropriate on-line service software. (1 hr. Lecture)

CGS 1560 INTRODUCTION TO USING AN OPERATING SYSTEM 1 cr.

(Prerequisites: CGS 1060, CGS 1361 or equivalent experience) This course is an introduction to the use of a specific computer operating system. It is not a course on the theory of operating systems. Any one of a number of operating systems may be studied, either single or multiuser. The hardware platform used may be a microcomputer, a mini-

computer, a mainframe or a network or computer systems. Topics include: the establishment and management of system security and system access; the customization of the system environment; the optimization of system performance; the installation and the use of system peripherals; the management of file storage system; execution of the system editor; creation of system commands with the system control language; and the installation and use of applications. (1 hr. Lecture)

CGS 1561 INSIDE THE PC 1 cr.

(Prerequisite: CGS 1560 or equivalent experience) Designed for a non-technical approach to initially installing a personal computer and how to keep the system running efficiently throughout its life-cycle including maintaining the system, diagnosing common hardware problems, installing new software packages and upgrading the hardware. (1 hr. Lecture)

Multiple files are linked and operated on. (1 hr. Lecture)

CGS 2104 MICROCOMPUTER OPERATIONS - ACCOUNTING 3 crs.

(Prerequisites: ACG 2071 and CGS 1510 or permission of instructor) Overview of microcomputer accounting applications. A general accounting program is used to complete the accounting cycle for different types of businesses. LOTUS 1-2-3 is used to develop spreadsheet analyses. (3 hr. Lecture)

CGS 2542 ADVANCED DATABASE CONCEPTS 1 cr.

(Prerequisite: CGS 1541 or permission of instructor) This is the third course in a sequence. The emphasis is on structured design programming. Custom input screens are designed. Multiple files are linked and operated on. (1 hr. Lecture)

CHD 1110 INFANTS AND TODDLERS 3 crs.

Prepares the student for group care in center-based settings, for family-based day care or for home care of children. (3 hr. Lecture)

CHD 1130 FOUNDATIONS OF COMPETENCE IN THE PRESCHOOL CLASSROOM I 3 crs.

(Prerequisite: CHD 1110) Continuation of CHD 1110 providing a foundation of knowledge and understanding of child growth and development as a basis for planning and providing developmentally appropriate learning experiences in preschool classrooms. (3 hr. Lecture)

CHD 1131 FOUNDATIONS OF COMPETENCE IN THE PRESCHOOL CLASSROOM II 3 crs.

This course provides a foundation of knowledge and understanding of child growth and development as a basis for plan-

ning and providing developmentally appropriate learning experiences in preschool classrooms. (3 hr. Lecture)

CHD 1133: CDA PRACTICUM II 3 crs.

This course is designed to provide in part the formal training required of candidates for the Child Development Associate (CDA) credential. This course requires that the student be working in, or be able to identify, a licensed child care center or family day care setting where she/he may be observed working as the primary caregiver. The student will also make guided observations in other preschool classrooms. These field experiences, together with classroom instruction, will constitute the practical component that is designed to integrate knowledge and skills in work with young children in group settings. (3 hr. Lecture)

CHD 1132C CDA PRACTICUM I 3 crs.

Provides in part the formal training required of candidates for the Child Development Associate (CDA) credential and requires that the student be working in, or be able to identify, a licensed child-care center or family day-care setting where he/she may be observed working as the primary caregiver. The student will also make guided observations in other preschool classrooms. Field experiences and classroom instruction constitute the practical component designed to integrate knowledge and skills in work with young children in group settings. (1 hr. Lecture, 10 hr. Lab)

CHD 1220 CHILD DEVELOPMENT, INFANCY/PRESCHOOL 3 crs.

Explores parenting in relation to fulfilling children's needs, child development and growth of the infant and preschool child; and covers emotional, intellectual, physical and social development; stages of childhood; communication process between adult and child; guidance approaches; health and safety; family structures; issues affecting the child and family; and community resources which provide parent education, family and children services and other related resources. (3 hr. Lecture)

CHD 1320 METHODS AND MATERIALS I 3 crs.

Covers the preparation of classroom learning centers in choosing and constructing suitable learning materials for art, music, sensorial and language and in methods of presentation to guide children in the proper use of materials. (3 hr. Lecture)

CHD 1338 METHODS AND MATERIALS II 3 crs.

(Prerequisite: CHD 1320) Continuation of CHD 1320 covering mathematics, science,

daily living, social studies, dramatic play and computers. (3 hr. Lecture)

CHD 1440 EARLY CHILDHOOD EDUCATION PRACTICUM I 3 crs.

(Co- and/or prerequisites: EEC 1001, CHD 1220, CHD 1320) Focuses on introducing classroom responsibilities including planning, implementing and evaluating learning activities; supervising children's behavior; and planning a week's unit of activities. Additional assignments are selected by the student and supervising teacher. (9 hr. Lab)

CHD 1441 EARLY CHILDHOOD EDUCATION PRACTICUM II 3 crs.

(Prerequisite: CHD 1440) Continuation of CHD 1440. The student continues working in the classroom planning activities and supervising children; in addition, emphasis is placed on the administrative responsibilities of operating a child-care program; i.e., staff meetings, personnel records, staff evaluation, etc. (9 hr. Lab)

CHD 1561C CHILD DEVELOPMENT ASSOCIATE - PORTFOLIO BUILDING I 3 crs.

Coordinated program reinforcing the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for on-the-job assignments. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. (1 hr. Lecture, 10 hr. Lab)

CHD 1562C CHILD DEVELOPMENT ASSOCIATE - PORTFOLIO BUILDING II 3 crs.

(Prerequisite: CHD 1561) Continuation of CHD 1561, CDA candidates will incorporate the last six functional areas in their objectives. A portfolio will be developed for each area. (1 hr. Lecture, 10 hr. Lab)

CHD 1949C CO-OP: EARLY CHILDHOOD EDUCATION I 3 crs.

Coordinated work-study program reinforcing the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. (1 hr. Lecture, 10 hr. Lab)

CHD 2227 MANAGING CHILDREN'S BEHAVIOR 3 crs.

Specific discipline techniques supportive of the emerging self-concept of the child will be examined. Care-takers, parents and child-care workers will develop behavior management skills. (3 hr. Lecture)

CHD 2800 CHILD-CARE FACILITY MANAGEMENT 3 crs.

All aspects of opening and operating a child-care facility will be explored. Guidelines will be set up for organizing child-care services; business management; personnel considerations; establishment and communication of policies; safety, nutrition and health and curriculum and equipment. (3 hr. Lecture)

CHD 2949C CO-OP: EARLY CHILDHOOD EDUCATION II 3 crs.

(Prerequisite: CHD 1949) This course follows CHD 1949. (1 hr. Lecture, 10 hr. Lab)

CHM 1015 PRINCIPLES OF CHEMISTRY 3 crs.

Introduction to principles of chemistry for students not needing an intensive course. It covers the structure of atoms, periodic law, pH and other important concepts of general chemistry and progresses through elementary organic chemistry into certain areas of biochemistry. It includes chemistry relevant to health and the numerous chemical products in use today. (3 hr. Lecture)

CHM 1015L PRINCIPLES OF CHEMISTRY LABORATORY 1 cr.

(Co- or prerequisite: CHM 1015) Study of metric measurements, physical and chemical properties, elements and compounds and laboratory techniques and skills. (2 hr. Lab)

CHM 1040 GENERAL CHEMISTRY I 3 crs.

(Co-requisite: MAT 1033) First of a three-semester sequence and is a thorough study of the theories, laws and principles of general chemistry and their applications emphasizing chemical electronic structure, stoichiometry and bonding. (May be exempted by examination.) (3 hr. Lecture)

CHM 1041 GENERAL CHEMISTRY II 3 crs.

(Prerequisite: CHM 1040 or acceptable score on waiver examination; co-requisite: MAC 1102 & CHM 1041L) Continuation of CHM 1040. It is the second semester of a three-semester sequence. This course emphasizes states of matter, solutions, thermodynamics, acids and bases and nuclear chemistry. (3 hr. Lecture)

CHM 1041L GENERAL CHEMISTRY II LABORATORY 1 cr.

(Co-requisite: CHM 1041) Laboratory for CHM 1041. (3 hr. Lab)

**CHM 2046 GENERAL
CHEMISTRY III****3 crs.**

(Prerequisites: CHM 1041, 1041L; co-requisite: MAC 1102 & CHM 2046L) Continuation of CHM 1041. It is the third semester of a three-semester sequence. This course emphasizes kinetics, equilibrium and electrochemistry. (3 hr. lecture)

**CHM 2046L GENERAL
CHEMISTRY III LABORATORY****1 cr.**

(Co-requisite: CHM 2046) Laboratory for CHM 2046. (3 hr. Lab)

**CHM 2120C QUANTITATIVE
ANALYSIS****4 crs.**

(Prerequisite: CHM 2046 & 2046L or equivalent) The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric and an introduction to instrumental methods. (2 hr. Lecture, 6 Lab)

CHM 2210 ORGANIC CHEMISTRY I**3 crs.**

(Prerequisite: CHM 1041 & 1041L; co-requisite: CHM 2210L) First of a two-semester sequence covering fundamental concepts, nomenclature, synthesis and reactions of classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. (3 hr. Lecture)

**CHM 2210L ORGANIC CHEMISTRY I
LABORATORY****1 cr.**

(Co-requisite: CHM 2210) (4 hr. Lab)

CHM 2211 ORGANIC CHEMISTRY II**3 crs.**

(Prerequisite: CHM 2210; co-requisite: CHM 2211L) Continuation of CHM 2210. (3 hr. Lecture)

**CHM 2211L ORGANIC CHEMISTRY II
LABORATORY****1 cr.**

(Co-requisite: CHM 2211) (4 hr. Lab)

**CIS 2300C CICS (CUSTOMER
INFORMATION CONTROL
SYSTEM)****3 crs.**

(Co- and/or prerequisite: COP 2121) Includes map building, CICS command-level instructions using the COBOL computer language, terminal control functions, program linkage area (DFHCOMMAREA), interprogram linkage, program debugging using the CICS/VS storage dumps and EDF, techniques using the EIB. (2 hr. Lecture, 2 hr. Lab)

**CIS 2321 SYSTEMS AND
APPLICATIONS****3 crs.**

Utilizes system analysis techniques for the solution of business and data processing problems. A team approach is stressed throughout the course of study. Major topics include methods of system investigation, input/output design, system documentation, communication, system implementation, security, hardware selection and software se-

lection. A case study approach is utilized. (3 hr. Lecture)

**CJD 0704 CRIMINAL JUSTICE
DEFENSIVE TACTICS****2 voc. crs.**

Basic course in unarmed defense tactics to teach law enforcement officers how to protect themselves against armed and unarmed attackers, how to subdue and control them from point of contact to incarceration. Also included are transport methods, search techniques and custody responsibilities. (66 contact hrs.)

**CJD 0705 CRIMINAL JUSTICE
WEAPONS****2 voc. crs.**

Effective use of the two basic weapons of a law enforcement agency in a safe effective manner. Students are exposed to elementary chemical weapon use. (57 contact hrs.)

**CJD 0723 CRIMINAL JUSTICE VEHICLE
OPERATIONS****1.5 voc. cr.**

Vehicle operations course covering how to maneuver vehicles in a safe and effective manner with emphasis on the driver, the vehicle, the driving environment, vehicle "pull-overs," felony stops and basic operational skills and a driving pad. (48 contact hrs.)

**CJD 0732 LAW ENFORCEMENT
TRAFFIC****1.5 voc. crs.**

Basic traffic-accident investigation with emphasis on traffic enforcement concept and techniques, control, and direction, accident-scene management, skid-mark evidence and reporting procedures includes information on organ/tissue donation and common alcohol violations and sobriety testing. (45 contact hrs.)

**CJD 0741 EMERGENCY
PREPAREDNESS****1 voc. cr.**

Skills needed for riot and disturbance control and firefighting are studied and practiced includes methods of riot prevention, handling of unusual situations, hostage and emergency procedures. (24 contact hrs.)

CJD 0773 HUMAN DIVERSITY**1 voc. cr.**

Enhances awareness of cultural rules and predispositions and how these influence common interactions with others includes gender, race, ethnicity, etc. (24 contact hrs.)

**CJD 1254L MEDICAL FIRST
RESPONDER****1 cr.**

How to respond to a medical emergency and stabilize injuries until other medical help arrives. Includes how to respond to communicable diseases. (3 hr. Lab)

**CJD 1700 CRIMINAL JUSTICE
LEGAL I****3 crs.**

Overview of the criminal justice system and history of law. The foundation and basic components of law are studied, focusing on officer application. Court procedures and testimony are examined. (3 hr. Lecture)

**CJD 1701 CRIMINAL JUSTICE
LEGAL II****3 crs.**

Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers. Emphasis on elements of crimes, civil law applications and civil and criminal liability of officers. (3 hr. Lecture)

**CJD 1702C CRIMINAL JUSTICE
COMMUNICATIONS -
CORRECTIONS****3 crs.**

The report-writing process from interview, statement taking and notetaking through the final report writing is covered with practical expository exercises. Interpersonal communications skills are covered along with radio and telephone procedures. (2 hr. Lecture, 3 hr. Lab)

**CJD 1703C INTERPERSONAL
SKILLS I-CORRECTIONS****3 crs.**

Human relations techniques and courtesy are addressed with emphasis on crime prevention. The needs of various groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill and retarded and substance abusers. Intervention techniques for situations including suicide, violence and other crises are studied. Stress management is included. (2 hr. Lecture, 2 hr. Lab)

**CJD 1713C INTERPERSONAL
SKILLS I-LAW ENFORCEMENT****3 crs.**

Human relations techniques and courtesy with emphasis on crime prevention. The needs of groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill and retarded and substance abusers. Intervention techniques are studied including suicide, violence and other crises. Stress management is included. (2 hr. Lecture, 2 hr. Lab)

**CJD 1720 LAW ENFORCEMENT
LEGAL III****2 crs.**

This course of study explores the legal mechanics of law enforcement to include line-up and show-up, the law providing for stop and frisk of citizens, juvenile laws, alcohol and tobacco statutes, crimes against public safety, personal and property rights, weapons and dangerous devices, traffic and licensing law and other legal considerations affecting patrol. (2 hr. Lecture)

**CJD 1721C LAW ENFORCEMENT
PATROL****2 crs.**

Skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Methods approach to high-

risk situations are explored with practical exercises. (1 hr. Lecture, 2 hr. Lab)

CJD 1724C LAW ENFORCEMENT INVESTIGATIONS 3 crs.

Investigation of crimes, including property crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents and death investigations from initial observation methods through processing crime scenes and case preparation. (2 hr. Lecture, 2 hr. Lab)

CJD 1740 INTERPERSONAL SKILLS II-CORRECTIONS 3 crs.

Interpersonal skills needed by corrections officers to understand the incarcerated society are explored, with emphasis upon supervisory methods. Inmate adjustments and segments of society are studied. Includes studies of homosexuality, female inmates deception and manipulation by inmates and institutional criminalities. (3 hr. Lecture)

CJD 1742 CORRECTIONS OPERATIONS 3 crs.

Operation of correctional facilities including intake of new inmates, aspects of daily care and institutional procedures. (3 hr. Lecture)

CJD 1762 CRIMINAL JUSTICE COMMUNICATIONS - LAW ENFORCEMENT 3 crs.

The report-writing process from interview, statement taking and notetaking through final report writing is covered with practical expository exercises. Interpersonal communications skills are covered along with radio and telephone procedures. (3 hr. Lecture)

CJT 1771 CORRECTIONS LEGAL II 1 cr.

Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers are studied. Emphasis on elements of crimes, civil law applications and civil and criminal liability of officers. (1 hr. Lecture)

CJT 2100 CRIMINAL INVESTIGATION 3 crs.

Survey of methods and techniques used by law enforcement officers in the investigation of crime. It emphasizes interrogation techniques, evidence, how to mark, preservation after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery and other crime-scene investigations, narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. (3 hr. Lecture)

CJT 2140 INTRODUCTION TO CRIMINALISTICS 3 crs.

(Co- or prerequisite: CJT 2100 or CCJ

2230) Introduces the capabilities of the crime laboratory. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms and ballistic examinations will be accomplished. (3 hr. Lecture)

CLP 2002 PERSONALITY DEVELOPMENT AND ADJUSTMENT 3 crs.

(Prerequisite: PSY 2012) This course is a summary of the major personality theories. A variety of techniques of self-management in relationship to personal growth, sensitivity to the needs of others and effective adjustment are explored through personal assessments and experiential encounters. (3 hr. Lecture)

COA 1100 CONSUMER EDUCATION 3 crs.

Concepts relating to consumer and personal financial decisions includes how to recognize and use educational advertising, spend income to obtain the greatest personal satisfaction and to manage money (3 hr. Lecture)

COE 2949 CO-OP: SUCCESSFUL EMPLOYABILITY TECHNIQUES 1 cr.

Skills and procedures involved in the job search, developing good work habits, handling job changes and enhancing personal life skills. The student will prepare a portfolio, including a resume, letter of application and career information to aid in career advancement. (1 hr. Lecture)

COP 1002 STRUCTURED PROGRAMMING 3 crs.

(Prerequisite or co-requisite: CGS 1361) Concepts of structured programming emphasizing use of control graphs, basic structures, logic structures using pseudocode and functional structure charts stressing program segmentation and top-down walk-through. (3 hr. Lecture)

COP 1160C PROGRAMMING RPG II 3 crs.

(Prerequisite: CGS 1361) RPG II (Report Program Generator) is a problem-oriented programming language to obtain data from single or multiple rules, perform calculations and table lookup and write reports and/or update files. Students will solve elementary to moderately complex business problems. (2 hr. Lecture, 2 hr. Lab)

COP 1170 BASIC LANGUAGE PROGRAMMING 3 crs.

Introduces BASIC language programming. Problems are selected from a range of disciplines including business and the sciences. There are no prerequisites; however, knowledge of high school-level algebra would be helpful. (3 hr. Lecture)

COP 1220 INTRODUCTION TO PROGRAMMING IN C 3 crs.

(Prerequisite: CGS 1361; may be waived by permission of instructor) Introduction to the C language emphasizing use of structured design, problem design, algorithm design, coding, debugging, testing and documentation stressing program segmentation through utility development and top-down design. (3 hr. Lecture)

COP 1400C ASSEMBLY LANGUAGE PROGRAMMING 3 crs.

(Prerequisite: CGS 1361) Introduces computer programming in a low-level language covering data manipulation, arithmetic, control, and I/O stresses systems architecture and debugging techniques. The facilities, capabilities and conventions of an IBM multiprogramming system are emphasized. (2 hr. Lecture, 2 hr. Lab)

COP 1403C ASSEMBLY LANGUAGE FOR THE PC 3 crs.

(Prerequisite: CGS 1361. Recommended requisites: Any programming language-COP 2200, COP 2120, COP 2210-or permission of instructor) Introduces computer architecture and computer programming in a low level, symbolic language. Personal computer microprocessors (8086, 80286 and 80386) will be used. (2 hr. Lecture, 2 hr. Lab)

COP 2120C PROGRAMMING COBOL 3 crs.

(Prerequisite: CGS 1361) COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies. (2 hr. Lecture, 2 hr. Lab)

COP 2121C COBOL APPLICATIONS 3 crs.

(Prerequisite: COP 2120) Advanced capabilities of COBOL applications to solve selected practical business applications using structured programming techniques. Emphasis is on file handling, tables, sorting, validation and subroutines. (2 hr. Lecture, 2 hr. Lab)

COP 2200 FORTRAN PROGRAMMING 3 crs.

(Prerequisite: MAC 1102 or higher) Introduces flowcharting techniques and programming mathematical problems in Fortran 77. Emphasis is on the algorithmic approach. (3 hr. Lecture)

COP 2210 PASCAL I: AN INTRODUCTION TO PROGRAMMING 3 crs.

(Prerequisite: CGS 1361) Using PASCAL language emphasizes the use of structured design, problem design, algorithm design, coding, debugging, testing and documenta-

tion and stresses program segmentation through utility development and top-down design. (3 hr. Lecture)

COP 2334 PROGRAMMING IN C++ 3 crs.

(Prerequisite: COP 1220 or permission of instructor) An intermediate level programming course assumes knowledge of how to program in C. Emphasizes Class data types, C++ functions, overloading, class inheritance, C++ I/O streams, object-oriented program design and program reusability. (3 hr. Lecture)

COP 2341 UNIX OPERATING SYSTEM 3 crs.

(Prerequisite: CGS 1361 and one programming language or instructor's permission) Introduction to the UNIX operating system with emphasis on AT&T's System V and the Bourne Shell. Topics include the use of the shell scripts, electronic mail, utilities and editors and use of UNIX in the business/scientific programming environment. (3 hr. Lecture)

CPO 2002 COMPARATIVE GOVERNMENTS 3 crs.

Multinational analysis of political institutions and processes within diverse political systems throughout the world--their structures, political processes and domestic and foreign policies. The course will focus on Britain, France, Germany, the new nations within the former Soviet Union and several third-world nations, e.g., China, Brazil and South Africa. (3 hr. Lecture)

CRW 2000 CREATIVE WRITING 3 crs.

Theory and practice in writing poetry and fiction with assigned collateral readings. Since this is a workshop-centered course, students' works will be discussed and considerable writing and rewriting required. At the end of the course, students submit a portfolio of their work. Students will also learn procedures for submitting a work to publishers. (3 hr. Lecture)

CRW 2100 SHORT-STORY WRITING 3 crs.

(Prerequisite: CRW 2000 or equivalent) Intensive study of the process of writing short fiction includes discussion of the fiction of professional writers to learn elements of the writing process. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting. (3 hr. Lecture)

CRW 2200 SCREENWRITING 3 crs.

(Prerequisites: ENC 1101, CRW 2000) Intensive study of the process of writing for the screen includes discussing the work of professional screenwriters to learn elements of the writing process. A substantial portion of the course will be devoted to the discus-

sion of student writing in a workshop setting. (3 hr. Lecture)

CTE 1310C ELEMENTS OF CLOTHING CONSTRUCTION 3 crs.

Emphasis on learning to do accurate measurements and construct properly fitting garments through the use of commercial patterns and fundamental techniques of sewing. (2 hr. Lecture, 2 hr. Lab)

CTE 1401 TEXTILES 3 crs.

Study of the characteristics, care and uses of major textiles, fibers and fabrics. Attention is given to the processes of weaving, dyeing, printing and finishing. Practice in identification of fibers, weaves and fabric finishes. (3 hr. Lecture)

CTE 1731 TRADE SKETCHING 3 crs.

Simple methods of drawing and coloring apparel design sketches. (3 hr. Lecture)

CTE 1743 PATTERN MAKING I 3 crs.

(Prerequisite: CTE 1310 or CTE 2363) Basic steps in the development of dress patterns by the flat pattern drafting method and development of the hip-length sloper to personal measurements; also designing and making a pattern for a simple basic dress. (3 hr. Lecture)

CTE 1744 PATTERN MAKING II 3 crs.

(Prerequisite: CTE 1743) Advanced work in the flat-pattern method of making patterns including garment fitting, altering patterns, working out creative designs and organizing work efficiently. (3 hr. Lecture)

CTE 1746 PATTERN GRADING 1 cr.

(Prerequisite: CTE 1743 or CTE 2751) Theory and application of women's pattern grading providing experience in grading a basic pattern into a range of sizes. (1 hr. Lecture)

CTE 1851 VISUAL MERCHANDISING AND FASHION SHOW PRODUCTION 3 crs.

Coordinating, analyzing and forecasting fashion trends and the presentation of special sales promotions. Emphasis on the steps required and decisions necessary to produce a fashion show. The promotional impact and effectiveness of fashion shows and actual planning and production of a formal show. (3 hr. Lecture)

CTE 1949C CO-OP: HOME ECONOMICS I 3 crs.

Coordinated work-study reinforcing the educational and professional growth classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

CTE 1950 EUROPEAN FASHION CENTERS 2 crs.

Trip to European fashion centers broadens knowledge of the fashion industry. Viewing historical costumes in museums, visiting couture sample rooms, textile manufacturers, famous apparel stores enhance textbook learning. (2 hr. Lecture)

CTE 1955 NEW YORK FASHION VISIT 1 cr.

Overview of the fashion industry, historical perspective of apparel collections, access to trade fairs and fashion shows, testing centers and manufacturers. (1 hr. Lecture)

CTE 2200 VISUAL DESIGN IN FASHION 3 crs.

Study of the sociological and psychological influence of clothing choices and the elements and principles of design related to apparel; color and its effects on apparel; quality and care of apparel. (3 hr. Lecture)

CTE 2340C ADVANCED CLOTHING CONSTRUCTION 3 crs.

(Prerequisites: CTE 1310) Application of sewing principles and techniques used to achieve custom-made look in clothing. (2 hr. Lecture, 2 hr. Lab)

CTE 2342 MILLINERY I 1 cr.

(Prerequisite: CTE 1310) This course will concentrate on blocked felt and straw millinery. Students will design and construct headwear of felt or straw. (1 hr. Lecture)

CTE 2343 MILLINERY II 1 cr.

(Prerequisite: CTE 1310) This is a lecture, demonstration and hands-on course in the construction of cloth headwear. The lectures are historic in nature with reference to basic millinery terminology. Actual headwear will be constructed by the student in a professional setting. (1 hr. Lecture)

CTE 2344 MILLINERY III 1 cr.

This is a hands-on workshop in finishing the inside and outside trim on hats. Methods for fine millinery and manufacturing methods used today in the industry will be taught. (1 hr. Lecture)

CTE 2363C COMMERCIAL GARMENT PRODUCTION 3 crs.

(Co- or prerequisite: CTE 1310 or equivalent knowledge) A beginning sewing course emphasizing techniques and short cuts used in construction of commercial garments and criteria for quality workmanship. It is not the purpose to produce skilled factory seamstresses, although a certain amount of skill will be developed. (2 hr. Lecture, 2 hr. Lab)

CTE 2511 HISTORY OF COSTUME AND FASHION I 3 crs.

(Prerequisite: Must be followed by CTE 2512) Study of ancient Mediterranean civilizations (5000 B.C.) through the Renaissance

(1600 A.D.) using history of clothing styles examining each period of history as to life styles, economics and cultural influences to the mode of dress. (3 hr. Lecture)

CTE 2512 HISTORY OF COSTUME AND FASHION II 3 crs.

(Prerequisite: CTE 2511) Renaissance (1600 A.D.) to present-day history of clothing styles examining each period of history as to lifestyles, economics and cultural influences to the mode of dress. (3 hr. Lecture)

CTE 2748 APPLIED FASHION DESIGN 3 crs.

(Prerequisite: CTE 2751) Advanced tailoring procedures and design using student styles, sketches, pattern, drapes and constructs. (3 hr. Lecture)

CTE 2751C DRAPING 3 crs.

(Prerequisite: CTE 1310 or CTE 1743) Basic principles of draping a pattern on a dress form including how to complete the draped pattern using flat pattern-making techniques learned in CTE 1743. Original designs will be created on the dress form. (2 hr. Lecture, 2 hr. Lab)

CTE 2949C CO-OP: HOME ECONOMICS II 3 crs.

Continuation of CTE 1949. (1 hr. Lecture, 10 hr. Lab)

DAA 1050C FUNDAMENTALS OF RHYTHMICS 2 crs.

Basics of folk dance, square dance and singing games. (1 hr. Lecture, 2 hr. Lab)

DAA 1100 MODERN DANCE I 1 cr.

This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles. (3 hr. Lab)

DAA 1101 MODERN DANCE II 1 cr.

This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles. (3 hr. Lab)

DAA 1200 BASIC BALLET I 2 crs.

Consists of basic positions and fundamental barre exercises and the use of ballet vocabulary (French terms) stressing correct alignment and applying simple step combinations in center work. (3 hr. Lab)

DAA 1201 BASIC BALLET II 2 crs.

(Prerequisite: DAA 1200 or permission of instructor) Continuation of DAA 1200. (3 hr. Lab)

DAA 1202 INTERMEDIATE BALLET I 3 crs.

(Prerequisite: DAA 1201) Emphasis on development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Applications of phras-

ing and quality of movement are stressed. Admission is by audition. (5 hr. Lab)

DAA 1203 INTERMEDIATE BALLET II 3 crs.

(Prerequisite: DAA 1202) Continuation of DAA 1202. (5 hr. Lab)

DAA 1220 INTERMEDIATE POINTE I 1 cr.

(Co-requisite for women: DAA 1202) Introduction to fundamentals and exercises for the development of pointe technique. Class practical work, with outside projects, is required. Admission by audition. (3 hr. Lab)

DAA 1221 INTERMEDIATE POINTE II 1 cr.

(Prerequisite: DAA 1220; co-requisite for women: DAA 1203) Continuation of DAA 1220. (3 hr. Lab)

DAA 1500 MODERN JAZZ DANCE I 1 cr.

Knowledge and fundamental skills in modern jazz dance styles and techniques. (2 hr. Lab)

DAA 1501 BASIC JAZZ 2 crs.

Study and execution of basic principles of jazz dance are characterized by stylized percussive movement on a strong rhythmic base. (3 hr. Lab)

DAA 1502 INTERMEDIATE JAZZ I 2 crs.

Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition. (3 hr. Lab)

DAA 1600 BASIC TAP I 2 crs.

This course is designed to give the student a knowledge of the fundamental skills of tap dance techniques and various current styles. (6 hr. Lab)

DAA 1601 BASIC TAP II 2 cr.

This course is designed to continue the knowledge of the fundamental skills of tap dance techniques and various current styles started in DAA 1600. (6 hr. Lab)

DAA 1700 MUSICAL CHOREOGRAPHY 1 cr.

This course is designed to give the student a knowledge of the fundamental skills of musical theatre dance techniques and various current styles. (2 hr. Lab)

DAA 2160 CONTEMPORARY DANCE I 1 cr.

Theory and practice of basic body conditioning exercises, fundamentals of movement and relationship to rhythm, design and dynamics. (2 hr. Lab)

DAA 2161 CONTEMPORARY DANCE II 1 cr.

Further opportunity to pursue study and application of rhythmic movement through

combining acquired skills and knowledge. (2 hr. Lab)

DAA 2204 ADVANCED BALLET I 3 crs.

Perfects the execution of classical ballet technique with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor. (5 hr. Lab)

DAA 2205 ADVANCED BALLET II 3 crs.

(Prerequisite: DAA 2204) Continuation of DAA 2204. (5 hr. Lab)

DAA 2222 ADVANCED POINTE I 1 cr.

(Prerequisite: DAA 1221; co-requisite for women: DAA 2204) Continuation of DAA 1221. (3 hr. Lab)

DAA 2223 ADVANCED POINTE II 1 cr.

(Prerequisite: DAA 2222; co-requisite for women: DAA 2205) Continuation of DAA 2222. (3 hr. Lab)

DAA 2230 MEN'S ADVANCED TECHNIQUE I 1 cr.

(Co-requisite for men: DAA 2222). Continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats, the steps often used by men in classical works. (3 hr. Lab)

DAA 2231 MEN'S ADVANCED TECHNIQUE II 1 cr.

(Prerequisite: DAA 2230; co-requisite for men: DAA 2205) Continuation of DAA 2230. (3 hr. Lab)

DAA 2501 MODERN JAZZ DANCE II 1 cr.

(Prerequisite: DAA 1500) An in-depth study of jazz dancing techniques, current jazz styles and patterns of rhythmic choreography. (2 hr. Lab)

DEA 0131 RELATED DENTAL THEORY 1 voc. cr.

Covers applied biomedical sciences including microbiology of pathogens, oral pathology of benign and malignant neoplasms, toxicities and side effects of drugs and medications, nutrition and oral health; body systems. (32 contact hours)

DEA 0300 DENTAL PSYCHOLOGY AND COMMUNICATION 1 voc. cr.

The objectives of this course are to provide basic theories of psychology, practical techniques for patient management, and interpersonal relationships of the dental team. (32 contact hours)

DEA 0800C CLINICAL PRACTICE I LECTURE & LAB 3 voc. crs.

(Prerequisites: DEH 1001, DEH 1001L, DES 1100C & DES 1200C; co-requisite: DEA 0940) Participation in clinical experiences involving patients and dentists performing functions required of a dental assistant in office settings. Students have ad-

ditional responsibilities in areas of radiology, team leadership, sterilization, clinical observation, patient reception and office observation. (96 contact hours)

DEA 0801C CLINICAL PRACTICE II

LECTURE & LAB

5 voc. crs.

(Prerequisite: DEA 0800C) Continuation of DEA 0800C Clinical Practice I Lecture & Lab. (160 contact hrs.)

DEA 0820C EXPANDED FUNCTIONS I

LECTURE AND LAB

3 voc. crs.

(Prerequisites: DEH 1001, DEH 1001L & DES 1100C) Introductory course offering student participation in intraoral procedures. (96 contact hours)

DEA 0821C EXPANDED FUNCTIONS II LECTURE & LAB

2 voc. crs.

(Prerequisite: DEA 0820C) Continuation of DEA 0820C Expanded Functions I Lecture and Lab. (66 contact hours)

DEA 0850C CLINICAL PRACTICE III LECTURE & LAB

3 voc. crs.

(Prerequisites: DEA 0801C, DEA 0820C) A synopsis providing a detailed overview of the key designated dental subject area represented on the Dental Assisting National Certification Examination is contained in the didactic portion of this course. The clinical portion enables the dental assisting student to utilize all skills and competencies developed and to increase the students' capabilities and proficiencies during a supervised externship. (90 contact hours)

DEA 0940 DENTAL PRACTICUM I

1 voc. cr.

(Prerequisites: DEH 1001, DEH 1001L, DES 1100C, DES 1200C; co-requisite: DEA 0800C) Provides experience in patient preparation for oral diagnosis includes responsibilities in patient recognition, charting, study models and radiology. (24 contact hours)

DEH 1001 INTRODUCTION TO CLINICAL PROCEDURES

3 crs.

(Prerequisite: Acceptance into Dental Assisting or Dental Hygiene Program Track; co-requisite: DEH 1001L) A core competency-based course introducing dental assisting and dental hygiene students to basic terminology concepts; history of dentistry, dental assisting and dental hygiene; and theory and techniques of clinical procedures. Completion of course material at a minimum standard of competency is a prerequisite to progress to either Dental Assisting or Dental Hygiene. (3 hr. Lecture)

DEH 1001L INTRODUCTION TO CLINICAL PROCEDURES LAB

1 cr.

(Prerequisite: Acceptance into Dental Assisting or Dental Hygiene Program Track; Co-requisite: DEH 1001) A core compe-

tency-based course for the application of procedures in the clinical setting. Development of skills is attained through practice and is evaluated. Completion of course material at minimum standard of competency is a prerequisite to progress to Dental Assisting or Dental Hygiene. (2 hr. Lab)

DEH 1003 DENTAL HYGIENE INSTRUMENTATION

1 cr.

(Prerequisites: DEH 1001, DEH 1001L; co-requisite: DEH 1003L) A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation. Completion of course material at a minimum standard of competency is a prerequisite to progress to Dental Hygiene I and initial delivery of dental hygiene care to the public. (1 hr. Lecture)

DEH 1003L DENTAL HYGIENE INSTRUMENTATION LAB

2 crs.

(Prerequisites: DEH 1001, DEH 1001L; Co-requisite: DEH 1003) A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation. Completion of course material at a minimum standard of competency to progress to Dental Hygiene I and initial delivery of dental hygiene care to the public. (6 hr. Lab)

DEH 1530C EXPANDED FUNCTIONS

2 crs.

(Prerequisites: DEH 1001, DEH 1001L & DES 1100C) Introductory course offering student participation in specified intraoral procedures. (1 hr. Lecture, 2 hr. Lab)

DEH 1800CA DENTAL HYGIENE I

5 crs.

(Prerequisites: DEH 1003, DEH 1003L; co-requisite: DES 2050) Basic theory, technique and principles are introduced and applied through practical experiences in the clinical setting including patient management, dental hygiene treatment planning, indices, removable appliances, radiographic interpretation and review of the literature. Dental hygiene care to the public is initiated through delivery of preventive and therapeutic services. Students will complete dental prophylaxes and radiographs for children and adults in the clinic. (1 hr. Lecture, 12 hr. Lab)

DEH 1802C DENTAL HYGIENE II

2 crs.

(Prerequisites: DEH 1530C, DEH 1800CA, & DES 2050) Continuation of Dental Hygiene I adding treatment planning, dietary counseling, antimicrobials/irrigation, sonics/ultrasonics, air abrasions and clinical seminars. (1 hr. Lecture, 3 hr. Lab)

DEH 1820 OFFICE EMERGENCIES LECTURE

1 cr.

(Prerequisite: Cardiopulmonary Resuscitation Basic Life Support conducted by Red Cross or PBCC) Provides essential material

on the symptoms, treatment and equipment for office emergencies. (1 hr. Lecture)

DEH 2603 PERIODONTOLOGY

2 crs.

(Prerequisite: DEH 1802C; Co-requisite: DEH 2804C) Provides basic didactic information in Periodontology including the etiology and treatment of gingival and periodontal diseases. (2 hr. Lecture)

DEH 2701 COMMUNITY DENTISTRY

2 crs.

(Prerequisite: Sophomore Status) Prevention and control of dental disease in the community examining biostatistics and epidemiology including assessing, planning, implementing and evaluating procedures in oral health community programs with emphasis on alternative practice settings in community dentistry. (2 hr. Lecture)

DEH 2702L COMMUNITY DENTISTRY PRACTICUM

1 cr.

(Prerequisites: Sophomore status/DEH 2701) A series of professional experiences with the public at large. Emphasizing dental hygiene education of the public in an institutional setting using skills acquired in prerequisite course DEH 2701. (2 hr. Lab)

DEH 2722 PREVENTIVE DENTISTRY

2 crs.

How to educate and motivate patients in controlling their dental plaque, includes study of the periodontal tissues, tooth deposits and stains, caries etiology and prevention methods and floss, brushes with brushing methods and the use of dental adjuncts. (2 hr. Lecture)

DEH 2804C DENTAL HYGIENE III

5 crs.

(Prerequisites: DEH 1802C, DES 2050; Co-requisite: DEH 2603) Continuation of Dental Hygiene II adding case documentation, root planing and curettage, margination, debonding, periodontal charting, monitoring N2O patients and clinical seminars. (1 hr. Lecture, 12 hr. Lab)

DEH 2806C DENTAL HYGIENE IV

6 crs.

(Prerequisite: DEH 2804C) Final clinical course and is designed for application of previously learned knowledge and clinical skills emphasizing ethics and jurisprudence, soft tissue management and clinical seminars. (1 hr. Lecture, 15 hr. Lab)

DEH 2807L DENTAL HYGIENE V: CLINICAL SKILLS UPDATE

2 crs.

(Prerequisite: Graduation from an American Dental Association accredited school of dental hygiene) This course is a special skills update in clinical dental hygiene for the graduate dental hygienist. It is recommended for recent PBCC Dental Hygiene program graduates preceding the state of Florida board examination for licensure. (4 hr. Lab)

DEH 2830 OFFICE MANAGEMENT 2 crs.

Study of methods for dental office/dental clinic administration. Areas of study relevant to the responsibilities of the dental assistant include human relationships and interaction; patient psychology; recordkeeping, i.e., daily records appointments; collections; billing; income and social security taxes; recall systems; third-party payment forms, office and dental supplies inventory; office housekeeping and maintenance. (2 hr. Lecture)

DEH 2900 COMPROMISED PATIENT 1 cr.

(Prerequisites: DEH 2603, DEH 2722; Co-requisite: DEH 2804C) Provides an understanding of the problems peculiar to patients with special needs or unusual health factors complicating routine care and special procedures to help the patient maintain optimum oral health. (1 hr. Lecture)

DEP 2102 CHILD GROWTH AND DEVELOPMENT 3 crs.

(Prerequisite: PSY 1012) Stressing the emerging self of the child, this course explores the cognitive, social, emotional, and intellectual natures of children within a developmental perspective. It includes a survey of problematic behavior and the application of psychological principles and achievements to enhance the personal development and ensure the general welfare of the individual child. Observation of children from the preschool level through adolescence is included. (3 hr. Lecture)

DES 1020 DENTAL ANATOMY 3 crs.

Study of the structure, morphology and function of the primary and permanent dentition and head and neck anatomy with direct correlation of dental procedures to human oral anatomy. (3 hr. Lecture)

DES 1030 ORAL EMBRYOLOGY AND HISTOLOGY 1 cr.

(Prerequisite: DES 1020) Comprehensive presentation of the embryonic, fetal and post-natal development of the tissues and structures of the head and oral cavity and their relationship to dentistry. (1 hr. Lecture)

DES 1100 DENTAL MATERIALS 2 crs.

(Co-requisite: DES 1100L) This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques. (2 hr. Lecture)

DES 1100L DENTAL MATERIALS LAB 1 cr.

(Co-requisite: DES 1100) Affords the student the opportunity to develop manipulative skills with the materials used within the auxiliaries' scope of dental practice and to evalu-

ate the effects of specific materials in the oral environment. (2 hr. Lab)

DES 1200 DENTAL RADIOLOGY 2 crs.

A study of the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing and mounting X-rays. (2 hr. Lecture)

DES 1200L DENTAL RADIOLOGY LAB 1 cr.

(Co-requisite: DES 1200) Applications of techniques taught in Dental Radiology lecture as used in clinical practice. (2 hr. Lab)

DES 2047 GENERAL AND ORAL PATHOLOGY 2 crs.

(Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, DES 1020 & DES 1030) Comprehensive presentation of oral abnormalities and disease processes with emphasis on clinical identification. (2 hr. Lecture)

DES 2050 PHARMACOLOGY 2 crs.

(Prerequisites: BSC 1085, BSC 1085L; BSC 1086, BSC 1086L; MCB 1000, MCB 1000L & CHM 1015) Comprehensive presentation of Pharmacology related to Dentistry and Dental Hygiene. (2 hr. Lecture)

DIE 1412 DIETETIC TECHNICIAN I (INTRODUCTION) 3 crs.

(Prerequisite: HUN 1201; co-requisite: DIE 1419) Introduces the organization of a Department of Dietetics/Nutrition emphasizing interviewing skills; medical terminology; and standard documentation procedures and

techniques for counseling patients for optimal nutritional care. Clinical experience is provided for nine hours/week concurrently. (3 hr. Lecture)

DIE 1419 PRACTICUM I 3 crs.

(Co-requisite: DIE 1412) Practicum to accompany DIE 1412. (9 hr. Lab)

DIE 2120 DIETETIC TECHNICIAN III (ADMINISTRATION) 3 crs.

(Prerequisites: DIE 2111, DIE 2270; co-requisite: DIE 2170) Techniques involved in operating a food-service system in health-care facilities: basic principles of menu planning, purchasing, costing, equipment, sanitation, delivery systems and management. The student spends nine hours/week in a health-care facility concurrently. (3 hr. Lecture)

DIE 2170 PRACTICUM III 3 crs.

(Co-requisite: DIE 2120) Practicum to accompany DIE 2120. (9 hr. Lecture)

DIE 2211 DIETETIC TECHNICIAN II (CLINICAL) 3 crs.

(Prerequisites: DIE 1412, DIE 1419; co-requisite: DIE 2270) Principles of nutrition with adaptations to specific disease conditions with emphasis given to the total nutritional care of the individual patient. Clinical experience is provided nine hours/week concurrently. (3 hr. Lecture)

DIE 2270 PRACTICUM II 3 crs.

(Co-requisite: DIE 2211) Practicum to accompany DIE 2211. (9 hr. Lab)



ECO 1013 PRINCIPLES OF MACROECONOMICS

3 crs.

Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary politics. (3 hr. Lecture)

ECO 2023 PRINCIPLES OF MICROECONOMICS

3 crs.

Cost and revenue analysis, nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and application of basic tools of economic analysis and public policy issues. (3 hr. Lecture)

EDF 1005 FOUNDATIONS OF EDUCATION

3 crs.

Introduction to public school teaching including planning and preparation for teaching; roles and responsibilities of teachers; relationship between schools and society; organization, financing and control of public schools; historical perspectives; and objectives of education. (3 hr. Lecture)

EDF 1030 BEHAVIOR MANAGEMENT IN THE CLASSROOM

3 crs.

Structured teaching, applied behavior analysis; principles derived from learning laboratory to educational and social behavioral problems. Provides teachers, counselors and special educators seeking recertification strategies of classroom behavior management. (3 hr. Lecture)

EDP 2002 EDUCATIONAL PSYCHOLOGY

3 crs.

(Prerequisite: PSY 1012 or permission of the instructor) This course examines the psychological basis of educational theory and practice. Topics of study include developmental theories, psychological perspectives of the teaching-learning process, instructional design and program evaluation. (3 hr. Lecture)

EEC 1001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

3 crs.

Theories, philosophies, programs and methods in Early Childhood Education covering information required for the State Child-Care Workers Certification. Students completing the modules are eligible for the Child-Care Workers Certification required for child-care workers. (3 hr. Lecture)

EEC 1006 MONTESSORI PHILOSOPHY

1 cr.

Theory of Montessori methods including evolution, sensitive periods of development, role of the teacher as directress, prepared environment and process of normalization. (1 hr. Lecture).

EEC 2530 MONTESSORI CURRICULUM I

3 crs.

(Co- or Prerequisite: EEC 1006) Introduces learning materials for daily living

(practical life) and language areas of Montessori preschool classroom. Demonstration of materials and practice. (3 hr. Lecture)

EEC 2532 MONTESSORI CURRICULUM II

3 crs.

Continuation of EEC 2530. Learning materials in sensorial and mathematics areas of a Montessori system are covered. Demonstration of materials and practice. (3 hr. Lecture)

EEC 2940 MONTESSORI TEACHING PRACTICUM I

3 crs.

Teaching experience in approved Montessori classrooms under the supervision of approved instructors. (15 hr. Lab)

EEC 2941 MONTESSORI TEACHING PRACTICUM II

3 crs.

Continuation of EEC 2940. (15 hr. Lab)

EET 1015 D.C. CIRCUIT ANALYSIS

3 crs.

(Co- and/or prerequisites: EET 1015L and MAT 1033 or equivalent) Precalculus level study of circuit properties of resistance, capacitance and inductance in DC circuits includes Ohms and Kirchhoff's Laws, series and parallel networks, network theorems, magnetic circuits and DC instruments. (3 hr. Lecture)

EET 1015L D.C. CIRCUIT ANALYSIS LABORATORY

1 cr.

(Co-requisite: EET 1015) Laboratory work in applied theory. (2 hr. Lab)

EET 1025 A.C. CIRCUIT ANALYSIS

3 crs.

(Prerequisites: EET 1015, EET 1015L; co-requisites: EET 1025L, MAC 1102) Analysis on A.C. circuits, series and parallel A.C. networks, network theorems, power, resonance and transformers. (3 hr. Lecture)

EET 1025L A.C. CIRCUIT ANALYSIS LABORATORY

1 cr.

(Co-requisite: EET 1025) Laboratory to accompany EET 1025. (2 hr. Lab)

EET 2121 ELECTRONICS I

3 crs.

(Co-requisite: EET 2121L) Solid-state electronic components, characteristics, application and troubleshooting including diode theory, transistor theory and biasing techniques, regulated and unregulated power supplies. (3 hr. Lecture)

EET 2121L ELECTRONICS I LABORATORY

1 cr.

(Co-requisite: EET 2121) Laboratory to accompany EET 2121. (2 hr. Lab)

EET 2122 ELECTRONICS II

3 crs.

(Co- and/or prerequisites: EET 2121, EET 2121L, EET 2122L) Advanced semiconductor course covering frequency and bandwidth of transistors, amplifiers, differential and operational, integrated circuits, feedback oscillators, harmonic distortion, frequency mixing and modulation. (3 hr. Lecture)

EET 2122L ELECTRONICS II LAB.

1 cr.

(Co-requisite: EET 2122) Laboratory to accompany EET 2122. (2 hr. Lab)

EET 2322C COMMUNICATION ELECTRONICS

4 crs.

(Prerequisite: EET 2122 and EET 2122L) Continuation of electronics, designed for taking the First Class FCC license. Covers vacuum tube circuits, class C amplifiers, regulated power supplies, RF amplifiers, AM and FM modulation, transmission lines and antennas. (3 hr. Lecture, 2 hr. Lab)

EET 2515C AC AND DC MOTORS/GENERATORS

4 crs.

(Prerequisite: EET 1015, EET 1025, EET 1015L, and EET 1025L) Study of DC and AC motors and generators, electromechanical fundamentals, DC generators, DC motors, AC alternators, parallel operation, induction and synchronous motors, poly- and single-phase motors, two- and three-phase systems and transformers. (3 hr. Lecture, 2 hr. Lab)

EET 2545 POWER TRANSMISSION

3 crs.

(Prerequisite: EET 2515C) Theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment (generators, substation, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.). (3 hr. Lecture)

EGN 1001 ENGINEERING PROBLEMS AND ORIENTATION

1 cr.

Engineering problems solved through dimensional analysis, elementary vector analysis, slide rule and other computational techniques also provides a history, basic principles, development, opportunities and educational requirements for engineering. (1 hr. Lecture)

EGS 1111C ENGINEERING GRAPHICS

3 crs.

(Prerequisite: ETD 1110C or equivalent) Orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs, points, lines and planes and relation to graphical language. (2 hr. Lecture, 4 hr. Lab)

EGS 2310 STATICS

3 crs.

(Prerequisites: PHY 2053 and MAC 2311) Mechanics; force systems, coplanar and non-coplanar; concurrent, noncurrent; equilibrium; distributed forces, moments of inertia; and structures. (3 hr. Lecture)

EMS 1119C EMERGENCY MEDICAL SERVICE TECHNOLOGY

6 crs.

Survey of emergency medical services including medical, legal/ethical aspects, role of the EMT, CPR, patient assessment, care of wounds and fractures, airway maintenance,

medical and environmental emergencies, patient transport, emergency childbirth and extrication. Successful completion provides eligibility for Florida EMT certification exam. (1 hr. Lecture, 15 hr. Lab)

EMS 1271 PARAMEDIC I 2 crs.

(Prerequisite: Acceptance into Paramedic program) Paramedic roles and responsibility, EMS system, medical/legal aspects, communication, rescue and major incident response. (2 hr. Lecture)

EMS 1271L PARAMEDIC SKILLS I LABORATORY 3 crs.

(Prerequisite: Acceptance into Paramedic program) Practice hands-on skills. (6 hr. Lab)

EMS 1272 PARAMEDIC II 6 crs.

(Prerequisite: Acceptance into Paramedic program) Medical terminology, patient assessment, airway ventilation, shock, pharmacology, trauma, burn care, respiratory, cardiovascular, endocrine, nervous system, acute abdomen. Clinicals conducted in hospital ER, ICU, CCU, operating room, respiratory therapy and obstetrics. (6 hr. Lecture)

EMS 1272L PARAMEDIC SKILLS II LAB 2 cr.

(Co-requisite: EMS 1272) Laboratory to accompany EMS 1272. (4 hr. Lab)

EMS 1273L PARAMEDIC III 6 crs.

(Prerequisite: Acceptance into Paramedic program and completion of EMS 1271, EMS 1272) Anaphylaxis, toxicology, alcoholism, drug abuse, infection disease, environmental emergencies, geriatric, pediatrics, OB/GYN, behavioral emergencies and advanced cardiac life support. Clinicals conducted in hospital ER, ICU, CCU, operating room, respiratory therapy and obstetrics. (6 hr. Lecture)

EMS 1273L PARAMEDIC SKILLS III LAB 2 cr.

(Co-requisite: EMS 1273, EMS 1465) Skills applications from EMS 1271L in scenarios. (4 hr. Lab)

EMS 1294L CLINICAL/FIELD ROTATION I 7 crs.

(Prerequisites: EMS 1271, EMS 1271L; co-requisites: EMS 1272, EMS 1272L) Selected fire rescue and hospital rotations. Students are responsible for patient care under clinical instructors. (14 hr. Lab)

EMS 1295L CLINICAL/FIELD ROTATION II 7 crs.

(Prerequisite: EMS 1294L) Selected fire rescue and hospital rotations. Students are

responsible for patient care under clinical instructors. (14 hr. Lab)

EMS 1331 AEROMEDICAL TRANSPORT 3 crs.

(Prerequisites: Licensure as either paramedic, registered nurse, physician, respiratory therapist or American Heart Association ACLS certification) Dynamics of flight physiology, history of medical flight, safety and orientation for rotor wing and fixed wing aircraft. Communication, rules and regulations, aircrew fitness, search and rescue, survival and effects of air transport on patient conditions. (3 hr. Lecture)

ENC 0020 ENGLISH (College Preparatory) 0 cr.

(Co-requisite: is SLS 1501 if student tests into English Prep and another prep course) A required review for students whose placement test scores indicate need for training in basic writing skills. Emphasizes basic mechanics of language, grammar, punctuation and spelling in writing unified and coherent paragraphs and essays. Graded Passing or Not Passing (P-N). (6 contact hours per week).

ENC 1101 FRESHMAN COMMUNICATIONS I ** 3 crs.

Fundamentals of expository essay writing, including thesis development; planning, drafting, and revising; rhetorical modes of exposition; and review of mechanics, syntax and grammar. Written work required: 6,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

ENC 1102 FRESHMAN COMMUNICATIONS II ** 3 crs.

(Prerequisite: ENC 1101 or equivalent) Essay-writing skills for critical papers, persuasive arguments and a library research paper; includes style and tone of nonfictional prose; techniques of persuasion and argument; critical and interpretive reading of literature, and techniques and tools of library research. Written work required: 7,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

ENC 1121 HONORS FRESHMAN COMMUNICATIONS I ** 3 crs.

(Prerequisite: ACT score of 23 or above) For students with mastery of English fundamentals and proficiency in communications skills. Includes a sophisticated approach to reading and writing. Written Work: 6,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

ENC 1122 HONORS FRESHMAN COMMUNICATIONS II ** 3 crs.

(Prerequisite: ENC 1121 or recommendation of ENC 1101 instructor) Continuation of ENC 1121 Advanced composition emphasizing creative expression. Written work: 7,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

ENC 1141 WRITING ABOUT LITERATURE ** 3 crs.

(Prerequisite: ENC 1101 or equivalent) (May replace ENC 1102) Develops abilities to analyze and interpret short stories, novels, plays and poems; and to write about these literary forms critically, responsively and persuasively; includes a research paper. (recommended for English majors.) Written work: 7,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

ENC 1210 APPLIED COMMUNICATIONS ** 3 crs.

(Prerequisite: ENC 1101 or equivalent) Preparation of manuals, oral reports, and professional memoranda such as handbooks and letters. Written work: 7,000 words. Does not satisfy AA degree program requirements. (3 hr. Lecture)

ENC 1930 CLAST - WRITING SKILLS REVIEW 1 cr.

(Prerequisite: A score below the state-mandated passing level on the English language skills subtest of the CLAST) A review of college-level grammar and writing skills before retaking the English language skills subtest of CLAST. Sentence structure, grammar and word-choice skills will be stressed including skills in CLAST English language skills objectives. (1 hr. Lecture)

ENC 1931 CLAST REVIEW: ESSAY SKILLS 1 cr.

(Prerequisite: A score below the state-mandated passing level on the essay subtest of CLAST) This course is designed for students who need an intensive review in college level essay writing skills before they retake the essay subtest of the CLAST. The writing skills included in the CLAST objectives will be emphasized. (1 hr. Lecture)

ENL 2012 ENGLISH LITERATURE BEFORE 1798 ** 3 crs.

(Prerequisite: ENC 1101) Study of writings produced in the British Isles from the time of the Anglo-Saxons to 1798. Written work: 3,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

* Required of students entering the College with test scores indicating a need for developmental work before embarking on the college-level curriculum.

** This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

**ENL 2022 ENGLISH LITERATURE
AFTER 1798 ******3 crs.**

(Prerequisite: ENC 1101) Study of writings produced in the British Isles from 1798 to the present. Written work: 3,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

**ENO 0015 CHILD CARE SUPERVISION
(School-Age Child Care)**

Required to obtain child-care certification offered by Palm Beach Community College; includes child growth and development, activities for children for growth and learning, appropriate class management techniques, teacher-made games and activities and planning and evaluating activities.

ENY 1002C BASIC ENTOMOLOGY**3 crs.**

Classification, behavior, anatomy, natural history and development of insects and other terrestrial arthropods emphasizing important economic pests and methods of insect control. (2 hr. Lecture, 2 hr. Lab)

**ENY 1102C INSECT
IDENTIFICATION****3 crs.**

Laboratory and field-oriented emphasis on taxonomic keys and Gesalt form in identification of insects. (2 hr. Lecture, 2 hr. Lab)

**ENY 2224 HOUSEHOLD
PEST CONTROL****3 crs.**

Identification, biology, life histories, inspection procedures and controls of general household pests, stored commodity pests and pests of commercial food-handling establishments. (3 hr. Lecture)

**ENY 2227 WOOD-DESTROYING
ORGANISMS****3 crs.**

Identification, biology, life history in structures and the operation and selection of tools and equipment will be demonstrated. (3 hr. Lecture)

**ENY 2662 PUBLIC HEALTH PEST
CONTROL****3 crs.**

Arthropods affecting health of humans and domestic animals with emphasis on epidemiology of vector-borne diseases occurring in North America and arthropod parasites common to humans. (3 hr. Lecture)

**ENY 2940L PEST CONTROL CO-OP
FIELD SERVICE****3 crs.**

Part-time employment with a pest-control firm for at least 15 hours per week for 15 weeks. Work experience approved under supervision of pest-control faculty. (15 hr. Lab)

**ESL 0021 COLLEGE PREP
READING FOR ESOL****0 crs.**

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Must qualify for preparatory reading based on ACT/SAT/CPT scores or equivalent placement test; co-requisite: SLS 1501 for any student who tests into ESL 0021 and

any other prep course) Preparatory reading course for students whose primary language is not American English and whose placement test scores indicate need for training in reading skills. Emphasizes academic reading, listening and speaking skills. (6 contact hours per week).

**ESL 0041 COLLEGE PREP ENGLISH
FOR ESOL****0 crs.**

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Must qualify for preparatory reading based on ACT/SAT/CPT scores or equivalent placement test; co-requisite: SLS 1501 for any student who tests into ESL 0041 and any other prep course) Designed for students whose primary language is not American English and whose placement test scores indicate a need for college preparatory instruction. Emphasizes expressive aspects of American English including listening, speaking and writing. (6 contact hours per week).

**ESL 0121T COLLEGE PREP READING
FOR ESOL LEVEL II****0 crs.**

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Successful completion of ESL 0021) Continuation of ESL 0021 focusing on developing critical reading skills through literature by reading short authentic English/American works. Exercises and class discussions develop listening-speaking skills. (3 contact hours per week).

**ESL 0181T COLLEGE PREP ENGLISH
FOR ESOL LEVEL II****0 crs.**

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Successful completion of ESL 0041) Continuation of ESL 0041 emphasizes writing, speaking, listening, and pronunciation skills preparing students for ENC 1101 Freshman Communications I. (6 contact hours per week).

**EST 2541C SERVOMECHANISM AND
INSTRUMENTATION****4 crs.**

(Prerequisite: EET 1015, EET 1025 or permission of instructor) Study of system function and components. Mathematics is introduced in sufficient depth to understand how a system transfer function is used in frequency response testing. Topics include potentiometers, servos, transducers, synchors, mechanical electrical characteristics, servomotors and generators, stability and frequency response. (3 hr. Lecture, 2 hr. Lab)

**EST 2542C PROGRAMMABLE
CONTROLLERS****3 crs.**

(Prerequisites: EET 1015 and CET 1121) Introduction to industrial controllers, how to program and applications to industrial processes. (2 hr. Lecture, 2 hr. Lab)

**ETD 1110C INTRODUCTION TO
TECHNICAL DRAWING****2 crs.**

Beginning course for engineering and technology covering principles of graphic language, and is for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. (1 hr. Lecture, 3 hr. Lab)

ETD 1320C COMPUTER DRAFTING**2 crs.**

(Prerequisite: EGS 1111C or equal) Introduces concepts and use of computer-aided drafting systems as applied to Design and Drafting Technology. Hands-on experience with the AUTOCAD is the major part of the course. (1 hr. Lecture, 3 hr. Lab)

**ETD 1525C FABRICATION
DRAFTING****3 crs.**

(Prerequisite: EGS 1111C or permission of instructor) Extends drafting techniques into industrial fields including sheet metal, welding, structural piping and topographical drafting. (2 hr. Lecture, 4 hr. Lab)

**ETD 1620C ELECTRICAL
DRAFTING****2 crs.**

Electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. (1 hr. Lecture, 3 hr. Lab)

**ETD 2218 GEOMETRIC DIMENSIONING
AND TOLERANCING****2 crs.**

(Co- or prerequisite: EGS 1111C or equivalent experience) Systems for controlling configuration of industrial parts. It provides language for design engineer, blueprint reader, etc., to communicate and control position, form and size of features through limit-toleranced dimensioning. (2 hr. Lecture)

ETD 2331C AUTOLISP**2 crs.**

(Prerequisites: CGS 1470, CGS 2472) Introduces use, programming and debugging AutoLISP programs (2 hr. Lecture, 2 hr. Lab)

**ETD 2332C CUSTOMIZING
AUTOCAD****2 crs.**

(Prerequisites: CGS 1470, CGS 2472) Operation, setup, editing, debugging menus, scripts, slides, fonts, hatch patterns and LISP routines includes DOS editors, flowcharting and debugging. (2 hr. Lecture, 2 hr. Lab)

**ETD 2350C ADVANCED COMPUTER
DRAFTING****3 crs.**

(Prerequisite: ETD 1320C or equivalent experience) Continuation of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). (1 hr. Lecture, 5 hr. Lab)

ETD 2352C MODELING IN 3D**2 crs.**

(Prerequisites: CGS 1470, CGS 2472)

How to define, setup, modify and analyze 3D models in AutoCAD focusing on AME commands and supplied routines. (3 hr. Lecture, 1 hr. Lab) (8 week express term)

ETD 2354C AUTOCAD UPGRADE 1 cr.
(Prerequisites: CGS 1470, CGS 1472 or previous AutoCAD) Introduces revised or new commands for the most current version of AutoCAD. (2 hr. Lecture, 2 hr. Lab) (4 week express term)

ETD 2355C THREE-DIMENSIONAL CAD 3 crs.
Specializes in drawing three-dimensional objects, surfaces and models with computers and AUTOCAD Software Release 12. The AUTOCAD user coordinate system, dimensional mesher and multiple view of object will be stressed. (2 hr. Lecture, 2 hr. Lab)

ETD 2455C MACHINE/MECHANICAL DRAFTING 3 crs.
(Prerequisite: EGS 1111C) Principles, practices and standards of machine drafting applied to industrial processes. Topics include jog and fixture design; punch and die set; gauging; and a project. (2 hr. Lecture 4 hr. Lab)

ETD 2801C TECHNICAL ILLUSTRATION 3 crs.
(Prerequisite: EGS 1111C or consent of instructor) Translation of orthographic drawings into three-dimensional, pictorial representations including Axonometric drawings; perspectives and illustration techniques in shading, rendering and airbrush. (1 hr. Lecture, 5 hr. Lab)

ETG 1949C CO-OP: TECHNOLOGY I 3 crs.
Coordinated work-study program reinforcing educational and professional growth through involvement in classroom and field experience. The student and teacher-coordinator determine objectives for on-the-job technology assignments and is evaluated by the teacher-coordinator and the immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

ETG 2537C PROPERTIES AND TESTING OF MATERIALS 4 crs.
Characteristics and physical properties of materials are investigated along with basic mechanics includes techniques on machines used for physical testing in industry. Topics include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. (3 hr. Lecture, 2 hr. Lab)

ETG 2949C CO-OP: TECHNOLOGY Y II 3 crs.
Continuation of ETG 1949. (1 hr. Lecture, 10 hr. Lab)

ETI 1411C MANUFACTURING PROCESSES 3 crs.
Covers manufacturing materials and

manufacturing methods. Through lecture, demonstration and practical applications, various types of machine tools, tooling, measuring and inspection procedures are covered. (2 hr. Lecture, 2 hr. Lab)

ETI 1481 INTRODUCTION TO ROBOTICS AND AUTOMATED MANUFACTURING 3 crs.
Concepts and applications of robotics and computer-aided manufacturing systems. Reviews history, development and classification of robots, components, operation and types of sensors and vision systems. A discussion of practical applications is illustrated with existing systems and the economic considerations of installing and operating automated systems. (3 hr. Lecture)

ETI 2131: STATISTICAL PROCESS CONTROL (SPC) 3 crs.
Principles for implementing SPC, philosophy of continuous improvement, critical reasons for controlling variation and concept of "process" and "systems." Emphasis on interpretation and applications. Techniques include run chart and histograms; X-bar, range control charts; problem-solving tools; attribute control charts; and individuals/moving range control charts. (3 hr. Lecture)

ETI 2133 ADVANCED STATISTICAL PROCESS CONTROL (SPC) 3 crs.
(Prerequisite: Statistical Process Control (ETI 1131) or permission of instructor)
Advanced methods of Statistical Process Control include: process capability analyses, Cp and Cpk; "Six Sigma" analysis; standard deviation; "S" control charts; "Step" control charts; Target control charts; Moving Average control charts; Measurement (gauge) system variation control; and Introduction to Experimental Design. Use of "real world" examples is emphasized about applications, and achieve proficiency. (3 hr. Lecture)

ETI 2415C MANUFACTURING PLANNING AND TOOL DESIGN 4 crs.
(Prerequisites: ETI 1411C, ETM 2829 or equivalent experience) Planning for manufacturing and implications tool design principles have for manufacturing processes. Basic theory and practical applications will be emphasized. Manufacturing economics, machining and fabrication processes, tool and machine capacities, jigs, fixtures, gauging, inspection and metrology standards will be covered. (3 hr. Lecture, 2 hr. Lab)

ETI 2633 INDUSTRIAL RELATIONSHIPS 3 crs.
Practical understanding of union organization, industrial organization (large and small) and employer-employee relationships. Information on acquiring and holding an entry position including writing of Personal Data Sheet. (3 hr. Lecture)

ETM 1201 THERMODYNAMICS FOR TECHNOLOGY I 3 crs.
Basics of heat, work, and power applied to engineering and mechanical technologies at the introductory level for majors in energy, refrigeration or mechanical power system. (3 hr. Lecture)

ETM 2315C HYDRAULICS AND PNEUMATICS 3 crs.
(Co- or prerequisite: MAC 1114 or equivalent) Theory of hydraulic and pneumatic transmission and control. Theory and applied laboratory demonstrations and experiments emphasize industrial applications utilizing hydraulics or pneumatics. (3 hr. Lecture)

ETM 2820 INTRODUCTORY MATERIALS ENGINEERING 3 crs.
(Prerequisite: High school chemistry or equivalent) Properties of materials, measurement and modification includes physical, chemical, thermal and electrical properties, structure of materials and changes. (3 hr. Lecture)

ETM 2829 MANUFACTURING CHEMICAL AND METALLURGICAL PROCESSES 3 crs.
(Prerequisites: ETI 1411C or ETM 2820 or permission of instructor) Chemical and metallurgical processes found in aerospace manufacturing. Processes are analyzed as to how and why it is done, results and negative impact. Basic principles of physics and chemistry are emphasized. Safety and procedures for hazardous materials are explored. (3 hr. Lecture)

EVS 0133 WASTE WATER TREATMENT C LEVEL
Theoretical, technical and practical knowledge for licensing as a C Level Water Treatment Plant Operator. Survey of plant processes with specific knowledge needed to safely operate processing units and applied training in the operation and maintenance of solution feed gas chlorination systems. Classroom, laboratory and hands-on training in a modular format emulates plug-in nature of water treatment plants. 155 hours of instruction are divided into 70 percent classroom and 30 percent plant site or laboratory experience.

EVS 0143 WATER TREATMENT B LEVEL
Water treatment process begun in Basic Treatment Plant Operations is continued covering treatment systems in large operations and concentrates on chemical and biological treatment. Intermediate Treatment Plant Operations stress issues and techniques for small plant managers and supervisors. Format consists of 14 modules requiring 144 contact hours providing requirements for

Florida B Level Water Treatment educational component.

EVS 0153 WATER TREATMENT A LEVEL

Theoretical and technical knowledge to become a licensed A Drinking Water Treatment Plant Operator and is directed toward C and B Level Florida certifications holders and concentrates on two main areas: managing treatment plant operations and advanced and innovative techniques. Material will use problem-solving approach, critiqued as to cost, labor, materials and safety. 142 hours of instruction in modular format divided into 80 percent classroom (with about 50 percent workshops) and 20 percent plant site or laboratory experience.

EVS 0333 WASTE WATER TREATMENT C LEVEL

Theoretical and practical knowledge necessary for certification as a class C waste water treatment plant operator. Includes microbiology, mathematics, problem-solving, mechanical maintenance and repair, record keeping and operational safety. 155 hours are approximately 40 percent field exercise performing operations under field conditions.

EVS 0343 WASTE WATER TREATMENT B LEVEL

Continuation of the waste water process begun in waste water treatment C level covering treatment systems typical of larger operations placing concentration on the biological aspects of treatment and stresses issues and techniques needed by small plant managers and supervisors. Format of six modules requiring 144 contact hours providing instruction required for Florida B Level Waste Water Treatment educational component.

EVS 0353 WASTE WATER TREATMENT A LEVEL

Advanced waste water treatment covering treatment of large operations along with advanced effluent disposal and sludge treatment handling stressing proper supervisory techniques in personnel, budget preparations and training programs. Format of six modules requiring 142 hours and provides instruction required for Florida A Level Waste water Treatment education component.

FFP 1200 FIRE PREVENTION 3 crs.

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis on engineering solutions to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. (3 hr. Lecture)

FFP 1600 FIRE APPARATUS AND EQUIPMENT 3 crs.

Fire-protection organization and equip-

ment; basic fire-fighting tactics; public relations as affected by fire protection. (3 hr. Lecture)

FFP 1620 PRIVATE FIRE PROTECTION SYSTEMS 3 crs.

The functions and general design principle of gaseous and solid particle suppression systems. A review of standards and principles of installation of detection, signaling and communication systems. A review of the principles, characteristics and limitations of extinguishing agents. (3 hr. Lecture)

FFP 1640 FIRE HYDRAULICS 3 crs.

Review of mathematics; hydraulic laws and formulas applied to fire service. Application of formulas and mental calculation to hydraulic problems. (3 hr. Lecture)

FFP 2100 FIRE SERVICE ADMINISTRATION 3 crs.

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. AIA grading schedule and maintenance of buildings and equipment. (3 hr. Lecture)

FFP 2101 ADVANCED FIRE SERVICE ADMINISTRATION 3 crs.

For the Fire Service career employee who is seeking advancement in the administrative track, this course provides training in government budgeting and accounting, interlocal agreements, privatization and consolidation, Florida statutes #633, 447 and 401, State and Federal OSHA standards, NFPA 1500, public personnel management and labor relations. (3 hr. Lecture)

FFP 2130 COMPANY OFFICER LEADERSHIP I 3 crs.

Basic aspects of leadership including leadership style, communications, group dynamics, individual behavior, motivation and types of management used in fire service. (3 hr. Lecture)

FFP 2135 COMPANY OFFICER LEADERSHIP II 3 crs.

(Prerequisite: FFP 2130 Company Officer Leadership I or Equivalent) Second of a two-part program in Principles of Leadership. Includes aspects of group dynamics, group behavior, motivation, planning and employee performance rating. Includes the topics of decision making and problem solving. (3 hr. Lecture)

FFP 2150 INSTRUCTIONAL METHODOLOGY 3 crs.

Principles, procedures and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing proce-

dures. (3 hr. Lecture)

FFP 2240 FIRE INVESTIGATION AND ARSON DETECTION 3 crs.

(Prerequisite: Enrollment limited to fire service and law enforcement agencies. Official identification required.) Covers detection of point of origin of fire, cause and spread of fire, report writing, interviewing, arson detection, collection and preservation of evidence and laws governing arson and courtroom procedures. (3 hr. Lecture)

FFP 2263 RESEARCH METHODOLOGY 3 crs.

This course is a required technical core course in the AS degree - Fire Science curriculum. The course is designed to teach the career firefighter methods and procedures for researching and documenting information pertinent to job needs. Skills in gathering information, documentation, reviewing literature and writing will be taught. Research papers and oral presentations will be required. (3 hr. Lecture)

FFP 2300 RELATED FIRE CODES AND STANDARDS 3 crs.

(Prerequisite: FFP 1200) National, state and local laws and ordinances in fire prevention and protection. (3 hr. Lecture)

FFP 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 crs.

Fundamental building construction and design; fire protection features; and special considerations. (3 hr. Lecture)

FFP 2326 BLUEPRINT READING AND PLANS EXAMINATION 3 crs.

Blueprint reading and plans examination offered through the Florida State Fire College. (3 hr. Lecture)

FFP 2410 FIRE SERVICE TACTICS AND STRATEGIES 3 crs.

Strategies for controlling emergency situations including fires inside buildings, high rise fires, hazardous material incidents and mass casualty incidents. (3 hr. Lecture)

FFP 2500 HAZARDOUS MATERIALS FOR EMERGENCY OPERATIONS 3 crs.

Basic hazardous materials identification, incident control techniques, personnel safety, environmental and basic chemistry. (3 hr. Lecture)

FIL 1100 WRITING FOR FILM, TELEVISION AND VIDEO 3 crs.

(Prerequisite: ENC 1101) This is a writing and oral workshop covering scriptwriting as applied to film, television and video production. Additionally, the course provides an opportunity for students to present their scripts before an audience. (3 hr. Lecture)

FIL 1270 INTRODUCTION TO THE FILM PROCESS 3 crs.

New students study the film making proc-

ess from concept to completion with emphasis on the relationship between various job categories. (3 hr. Lecture)

FIL 1620C COMPUTER APPLICATION FOR FILM, TELEVISION AND VIDEO 3 crs.

(Prerequisite: FIL 1270) Applications of software and computer languages as it pertains to scriptwriting, storyboarding, production, scheduling and cost control, project inventory and graphics. (2 hr. Lecture, 2 hr. Lab)

FIL 2000 INTRODUCTION TO FILM COMMUNICATION 3 crs.

This course will serve as an introduction to the basic terminology, techniques and contributors of filmmaking. Film as 20th century communication, emphasizing formal elements, will be studied through analysis of feature-length films of different nations, styles, themes and genres. (3 hr. Lecture)

FIL 2200C FILM PRODUCTION 4 crs.

(Prerequisites: FIL 1270, FIL 2273C, FIL 2275C, FIL 2272C, FIL 2274C, FIL 1620C and FIL 1100) The Film Production course provides an opportunity for students to demonstrate the knowledge and skills obtained through participation in the Film, TV and Video program. (1 hr. Lecture, 6 hr. Lab)

FIL 2271C CAMERA TECHNIQUES 3 crs.

(Prerequisite: FIL 1270) This course introduces the competencies expected to successfully operate a camera. This course is offered through a series of lectures, demonstrations by the instructor and hands-on laboratory sessions. (2 hr. Lecture, 2 hr. Lab)

FIL 2271L CAMERA INTERNSHIP 1 cr.

(Prerequisites: FIL 1270 and FIL 2271C) This course is designed to provide hands-on experience in the competencies of camera operation. Demonstrations will be given as to the execution of shooting activities using standard industry camera equipment. (8 hr. Lab)

FIL 2272C LIGHTING TECHNIQUES 3 crs.

(Prerequisite: FIL 1270) This course provides hands-on laboratory sessions and production sessions in lighting techniques as related to film, television and video production. (2 hr. Lecture, 2 hr. Lab)

FIL 2272L LIGHTING INTERNSHIP 1 cr.

(Prerequisite: FIL 2272C) This course is designed to provide hands-on experience in the execution of lighting for a production. Emphasis is on the equipment, hanging, placing, gelling and reading of lighting. Demonstrations will be given as to what lighting is required in each scene. (8 hr. Lab)

FIL 2273C GRIPPING 3 crs.

(Prerequisite: FIL 1270) This course will teach the basics of the grip craft through a

series of sessions which will include lectures and demonstrations. (2 hr. Lecture, 2 hr. Lab)

FIL 2273L GRIPPING INTERNSHIP 1 cr.

(Prerequisite: FIL 2273C) This course is designed to provide hands-on experience in the field of gripping. Emphasis is on the proper use of equipment. Demonstrations will be given to introduce the student to the competencies of gripping. (8 hr. Lab)

FIL 2274C EDITING 3 crs.

(Prerequisite: FIL 1270) This course is designed to acquaint students with the techniques and aesthetics of editing. Emphasis is placed on both visual and audio post production. (2 hr. Lecture, 2 hr. Lab)

FIL 2274L EDITING INTERNSHIP 1 cr.

(Prerequisite: FIL 2274C) This course is designed to provide hands-on experience in the competencies of video and film editing. Lectures and demonstrations will be given to familiarize the student with the equipment and techniques used to edit film and video. (8 hr. Lab)

FIL 2275C SOUND 3 crs.

(Prerequisite: FIL 1270) Focuses on the theory and practice of production and post production film sound. Special emphasis is placed on techniques of sound imaging in the film-making process. (1 hr. Lecture, 4 hr. Lab)

FIL 2275L SOUND INTERNSHIP 1 cr.

(Prerequisites: FIL 2275C and FIL 1270) This course is designed to provide hands-on experience in the area of sound. Emphasis is on the equipment and its use. (2 hr. Lab)

FIL 2932 THE BUSINESS OF FILM, TELEVISION AND VIDEO 1 cr.

This course introduces the student to the basic principles of business as they apply to film, television and video production. The course introduces basic entertainment contracts and following trends through research and reading industry publications. (1 hr. Lecture)

FIN 2100 PERSONAL FINANCE 3 crs.

This course provides a survey of the areas of personal economic problems with which all individuals must contend in our society. Topics will guide students towards obtaining favorable results in buying on credit, borrowing money, using bank services, investing savings, selecting insurance coverages, home ownership versus renting, investing in stocks and bonds, income tax planning, retirement planning, estate planning, wills and trusts. (3 hr. Lecture)

FOL 1170 - 1179 FIELD TRIP/STUDY - INTERNATIONAL variable cr.

Travel-study courses introduce other cultures. **SEE PAGE 26 - International Field Trip/Study.**

FOS 1201 FOOD SERVICE SANITATION 2 crs.

Basic sanitation principles and applications covering management of a sanitary environment, regulations, standards and accident prevention. (2 hr. Lecture)

FRE 1120 ELEMENTARY FRENCH I 4 crs.

Basic knowledge of French grammar and composition, reasonable pronunciation and familiarity with life and culture of native speakers are provided. (4 hr. Lecture)

FRE 1121 ELEMENTARY FRENCH II 4 crs.

Continuation of FRE 1120. Reinforces basic skills and develops increased listening, speaking, reading, writing skills; grammar knowledge and cultural awareness. (4 hr. Lecture)

FRE 1140 FRENCH IMMERSION IN JONQUIERE, QUEBEC 6 crs.

[Prerequisite: Consent of instructor. No prior requisite; however, prior coursework in French recommended, (i.e., FRE 1120)] While prior knowledge of the French language is not required, it is highly recommended. Three week home-stay program provides participants the opportunity to attain proficiency in the French language. Both pre and post tests will be utilized to place students and to evaluate their progress during this course. (6 hr. Lecture)

FRE 2200 INTERMEDIATE FRENCH I 3 crs.

(Prerequisite: FRE 1121 or equivalent) In-depth comprehension of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. (3 hr. Lecture)

FRE 2201 INTERMEDIATE FRENCH II 3 crs.

(Prerequisite: FRE 2200 or equivalent) Continuation of FRE 2200. Advanced grammar and composition are enhanced through translating, writing of themes and conversing. Appreciation of life and culture of native speakers is attained through lectures, reading and discussions of the history of France. (3 hr. Lecture)

FRE 2240 INTERMEDIATE CONVERSATIONAL FRENCH I 3 crs.

(Prerequisite: FRE 1121 or equivalent) Develops conversational skills in the language. Daily living experiences serve as topics for discussion and conversation in French. Intensive oral practice and vocabulary building are emphasized. (3 hr. Lecture)

FRE 2241 INTERMEDIATE CONVERSATIONAL FRENCH II 3 crs.

(Prerequisite: FRE 2240 or equivalent) Continuation of FRE 2240. The topics for conversation are broader in scope, including

current events, news and related topics. Intensive oral practice and vocabulary building are emphasized. (3 hr. Lecture)

FSS 1100 MENU PLANNING AND MERCHANDISING 3 crs.

Menu planning design, pricing with knowledge of proper advertising and merchandising of the food-service facility. (3 hr. Lecture)

FSS 1210C BASIC FOOD PREPARATION 3 crs.

Principles of food selection, preparation and meal management; buying food, serving meals and managing time, money and energy in the kitchen. (2 hr. Lecture, 2 hr. Lab)

FSS 1220C PROFESSIONAL COOKING I 3 crs.

(Co- or prerequisite: FOS 1201) Basic terms, tools and techniques for the professional kitchen. (2 hr. Lecture, 2 hr. Lab)

FSS 1221C QUANTITY FOOD PRODUCTION I 4 crs.

(Prerequisite: FSS 1210C or FSS 1220C) Practical experience in handling tools, materials and equipment includes food preparation and menu planning for large numbers of people with emphasis on institutional cooking, recipe conversions, production sheets, food costing and recipe file development. (2 hr. Lecture, 4 hr. Lab)

FSS 1222C QUANTITY FOOD PRODUCTION II 4 crs.

(Prerequisite: FSS 1221C) Continuation of FSS 1221C. Students spend time as managers and production personnel. Proper management skills, production and planning are emphasized. (2 hr. Lecture, 4 hr. Lab)

FSS 1270 UNDERSTANDING WINE AND SPIRITS 3 crs.

Overview of the wine and spirits trade beginning with basics of growing grapes and making wine, how to taste effectively, read and understand wine labels and geography. Beers, brews and art of brewing are covered. Sales, merchandising and retail security are discussed. (3 hr. Lecture)

FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT 3 crs.

Covers food service management industry operations stressing fundamentals of organization, methods of planning, organizing, scheduling, training, labor and cost control. Development and use of departmental forms will be analyzed. Principles of sanitation and safety will be included. (3 hr. Lecture)

FSS 1941C FOOD SERVICE PRACTICUM 3 crs.

(Co- and/or prerequisites: FSS 1210C and FSS 1221C) Experience-oriented learning exercise providing an awareness of differences in food service operations. (1 hr. Lec-

ture, 6 hr. Lab)

FSS 2100 PURCHASING FOR THE HOSPITALITY INDUSTRY 3 crs.

Emphasis on selection and specification requirements for purchasing food including fruit, vegetables, meats and grocery items; food-service standards and specifications, food items and paper and alcoholic beverages will be discussed. (3 hr. Lecture)

FSS 2246C BAKING 4 crs.

(Prerequisite: FSS 1220C or permission of instructor) Fundamentals of baking involving preparation of yeast rolls, bread, pies, cakes, cookies, tarts, doughnuts, holiday specialties and torten. Proper use and care of equipment, sanitation and hygienic work habits and conformance with health laws are emphasized. (2 hr. Lecture, 4 hr. Lab)

FSS 2248C PASTRY AND GARDE MANGER I 4 crs.

(Co- or prerequisites: FSS 1210C, FSS 1221C) Basic garde manger principles including functions and duties of the department as it relates to other kitchen operations. Focus is on specialty work including buffet decorations, understanding equipment and area planning. (2 hr. Lecture, 4 hr. Lab)

FSS 2249C PASTRY AND GARDE MANGER II 4 crs.

(Prerequisite: FSS 1210C, FSS 1221C, and FSS 2248C) Stresses specialty work of the garde manger, including tallow, ice sculpting, center pieces, buffets and decorations, aspic and chaud froid work. Buffet planning and production are discussed. (2 hr. Lecture, 4 hr. Lab)

FSS 2251 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE 3 crs.

Basic principles and analysis of food management problems including work plans and schedules, labor and food-cost control, purchasing equipment use and care, sanitation and safety. (3 hr. Lecture)

FSS 2500 FOOD AND BEVERAGE COST CONTROL 3 crs.

Cost control systems of hotels and restaurants in purchasing, allocation and use of foods and beverages for profitable operations. (3 hr. Lecture)

GCO 2230 PUMPING AND IRRIGATION SYSTEMS 3 crs.

Irrigation principles and equipment used in horticulture including water requirements of plants, design and layout, pumps and valves, installation and trouble shooting and job estimating for residential and commercial sites. (3 hr. Lecture)

GEB 1011 INTRODUCTION TO BUSINESS 3 crs.

Objectives include: (1) give beginning business student an opportunity to learn

about business in its entirety before studying each of its parts intensively; (2) develop a technical vocabulary for use in later courses and in reading business periodicals; (3) acquire a better understanding of the workings of the free enterprise system; and (4) identify career opportunities. (3 hr. Lecture)

GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION 3 crs.

Introduction to cultural and world geography through a study of selected regions. Ecological and conservational problems are emphasized with an explanation of geographical materials and uses. (3 hr. Lecture)

GER 1120 ELEMENTARY GERMAN I 4 crs.

Basic knowledge of German grammar and composition, reasonable pronunciation and familiarity with culture of native speakers of the language is provided. Required one hour weekly listening to language laboratory recordings. Not offered to native speakers. (4 hr. Lecture)

GER 1121 ELEMENTARY GERMAN II 4 crs.

Continuation of GER 1120. Basic knowledge of German grammar and composition, reasonable pronunciation and familiarity with culture of native speakers. Reinforces basic skills and develops increased listening, speaking, reading and writing skills; grammar knowledge and cultural awareness. Required to spend one hour weekly listening to language laboratory recordings. Not offered to native speakers. (4 hr. Lecture)

GEY 2000 GERONTOLOGY 3 crs.

A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Area Councils on Aging, and Multi-purpose Human Services Resources, local, state, and national. The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services. (3 hr. Lecture)

GLY 1000 DESCRIPTIVE GEOLOGY 3 crs.

Materials, structure and surface of Earth and processes which produced or shaped them. Laboratory exercises, demonstrations and field trips are included. (3 hr. Lecture)

GRA 1500C GRAPHIC ARTS INDUSTRIES**3 crs.**

Field trips to printing, publishing, and other graphic arts firms and orientation to graphic arts materials and processes by use of laboratory demonstrations. (1 hr. Lecture, 4 hr. Lab)

GRA 1501C GRAPHIC ARTS TECHNOLOGY I**3 crs.**

Introduction to printing processes including letterpress, offset, gravure, screen printing, xerography and duplicating techniques. Historical of printing and limitations of processes and types of work most appropriate for each reproduction process will be emphasized. Laboratory exercises include work with the graphic arts process camera, basic stripping and contact printing techniques. (2 hr. Lecture, 2 hr. Lab)

GRA 1530C TYPOGRAPHY I (Beginning)**3 crs.**

(Prerequisite: ART 1230C) Introduction to selection and use of typefaces and lettering styles for aesthetics and readability. Includes historical development of the alphabet and type designs; type classification; methods and terminology of typesetting and printing; computer concepts; guidelines for good typographic practice; experience in setting display type and solving display typographic problems. Field trips. (2 hr. Lecture, 2 hr. Lab)

GRA 1531C TYPOGRAPHY II (Intermediate)**3 crs.**

(Prerequisite: GRA 1530C) How to achieve results far superior to ordinary computerized typesetting. Computer experience in setting text and display type, and in page makeup for desktop publishing. Also includes logo and trademark design; techniques in specifying type copy fitting, proofreading, and persuading decision makers. Introduction to kinds of papers used in printing. Varied projects are completed. (3 hr. Lecture)

GRA 1545C INTRODUCTION TO GRAPHIC DESIGN**3 crs.**

(Prerequisites: GRA 1503C) Emphasizes tools, equipment and materials used in advertising, primarily those involved in publication includes layout procedures, mechanicals and registration. (2 hr. Lecture, 2 hr. Lab)

GRA 1550C PACKAGE DESIGN**3 crs.**

(Prerequisite: ARF 2231C) Study of package graphics and visual presentation of products, point of purchase displays, graphic art and television advertisement. (2 hr. Lecture, 2 hr. Lab)

GRA 1570C GRAPHIC REPRODUCTION PROCESSES**3 crs.**

Practical approach to producing line and halftone photography. Litho films, special

effects and chemicals are covered. (2 hr. Lecture, 2 hr. Lab)

GRA 1573C GRAPHIC ARTS TECHNOLOGY II**3 crs.**

(Prerequisite: GRA 1501C or permission of instructor) Process camera procedures used with continuous tone copy and halftone negative. Laboratory exercises include preparation of negatives and positives for plate making. (1 hr. Lecture, 4 hr. Lab)

GRA 1743C ILLUSTRATION I**3 crs.**

(Prerequisite: ART 1301C, ART 2510C) Line art and ink-wash illustrations will be investigated through still-life, landscape, fashion and architectural reproductions. Covers pencil, pen and ink, crayon and other media. Subject matter, detail, technique and handling are considered. (2 hr. Lecture, 2 hr. Lab)

GRA 1746C ILLUSTRATION II**3 crs.**

(Prerequisite: ART 1743C, GRA 1743C and GRA 2800 or instructor's permission) Covers painting mediums and styles to portray subject in accurate form. (2 hr. Lecture, 2 hr. Lab)

GRA 1950C PRODUCTION GRAPHICS**3 crs.**

(Prerequisite: permission of instructor) Production of printed publications involving full spectrum of publication production graphics. Editorial management, design and layout, copywriting, photography and technical graphic arts are included. (1 hr. Lecture, 4 hr. Lab)

GRA 2505C SCREEN PRINTING**3 crs.**

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) Introduction to theory and practice of screen printing including stencil cutting, frame construction and photographic techniques in screen printing. Value, color separation and color percentages are introduced. (1 hr. Lecture, 4 hr. Lab)

GRA 2508C INK AND COLOR**3 crs.**

Introductory course in mixing and color matching of printing inks manipulating inks to suit paper and press and basic requirements of ink for other particular applications. Paper manufacturing, selection of papers by usage and cost estimating are included. (1 hr. Lecture, 4 hr. Lab)

GRA 2547C ENVIRONMENTAL GRAPHICS**3 crs.**

(Prerequisites: GRA 1530C, GRA 1550C) Covers orientation, direction and destination of pedestrian and vehicular traffic. (2 hr. Lecture, 2 hr. Lab)

GRA 2784C GRAPHIC ARTS TECHNOLOGY III**3 crs.**

(Prerequisites: GRA 1501C and GRA 1573C or permission of instructor) Advanced training to individual needs and capabilities.

Personal growth and development in advertising design, typography, copy preparation, process camerawork and stripping are emphasized. (1 hr. Lecture, 4 hr. Lab)

GRA 2800C INTRODUCTION TO MACINTOSH GRAPHICS**3 crs.**

(Prerequisites: ART 1210C, ART 1300C and GRA 1545C) Introductory course in Macintosh computer graphics for AS Design or Printing programs. (2 hr. Lecture, 2 hr. Lab)

GRA 2820C ELECTRONIC PUBLISHING FOR THE MACINTOSH**3 crs.**

(Prerequisite: GRA 2800C) Desktop publishing for the AS Design or Printing Programs using Macintosh. (2 hr. Lecture, 2 hr. Lab)

GRA 2940 GRAPHIC DESIGN INTERNSHIP**3 crs.**

(Prerequisite: All other Graphic Design courses required for AS 01-011 program. A 3.0 minimum GPA in major coursework and approval of division chair). A capstone of the Graphic Design two-year AS program. The intern works in a studio setting or printshop, e.g., advertising agency, advertising department of a large company or in a commercial printing business and be involved in duties associated with the Graphic Arts profession for a period of not less than six weeks, not more than 12 weeks or 220-300 hours. (5 hr. Lab)

HEV 0131 WHAT'S A PARENT TO DO?**.5 voc. cr.**

Parenting and child care are serious concerns in today's world. Planning work and family responsibilities is not always easy. Parenting courses will offer a variety of topics in such issues as communication, establishing a democratic structure in the home, promotion of healthy parent/child relationships and interactions, and up-to-date "tricks" for enhancing parenting skills. (8 contact hours)

HEV 0216 THE OUTER YOU**.5 voc. cr.**

Learn proper wardrobe assembly, how to organize your closet, proper accessorizing, shopping strategies, makeup application, and how to dress for success. This course is for men as well as women. (12 contact hours)

HEV 0310 USING CREDIT WISELY**.5 voc. cr.**

Core course for the Home and Family Management program. Misuse of credit can cause bad credit ratings and financial problems. Using credit wisely can help build wealth. This course will cover how to clean up bad credit, will show you how to work with credit agencies, etc. Guest professional lecturers will help to teach how much and

how to use it. (6 contact hours)

HEV 0312 PUTTING BALANCE IN OUR LIVES .5 voc. cr.

This course will include what to do for fun, conveying thoughts and feelings in a clear way, healthy relationships with family and friends, coping with stress and listening to yourself, as well as others. (12 contact hours)

HEV 0313 RELATIONSHIPS BASED ON MUTUAL RESPECT .5 voc. cr.

Everyone is entitled to a life that includes mutual respect, dignity and pride. This course will focus on skills and exercises promoting these values in exchange for shaming and humiliating behaviors. (8 contact hours)

HEV 0315 MANAGING YOUR MONEY .5 voc. cr.

Learn better money management by getting started in investing. Develop the basic knowledge necessary for a working investment plan. (12 contact hours)

HEV 0317 HOW TO BE YOUR OWN FINANCIAL PLANNER .5 voc. cr.

Buying your dream home, paying your child's college tuition, retiring when and how you want all requires financial planning. This course, which is a core course for the Home and Family Management program, will teach you how to be your own financial planner. (6 contact hours)

HEV 0318 FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT .5 voc. cr.

This 12-hour course will introduce the learner to the concepts and practices that will help make retirement comfortable and free from money worries. Learn how to get the most from guaranteed investments, tax-free income and estate planning. (12 contact hours)

HEV 0319 USING THE COMPUTER IN YOUR HOME .5 voc. cr.

This is a core course for the Home and Family Management program. This course will introduce the learner to basic computer concepts and functions. (12 contact hours)

HEV 0321 RESPONDING TO STRESS .5 voc. cr.

Leading a life without stress may well be impossible, but this core course for the Home and Family Management program will show us how to best respond to stress, thereby determining its effect on our health. This course will define the various kinds of stresses, and will explore how stress effects our emotions as well as our bodies. Skills to manage stress will be taught. (8 contact hours)

HEV 0322 MANAGING YOUR ANGER .5 voc. cr.

Anger can be a frightening emotion, and

some people build their whole lives around avoiding or suppressing it. This course, which is a core course for the Home and Family Management program, will focus on the various types of anger and what we can do to deal with this emotion that will enhance our self esteem and enhance our relationships. (4 contact hours)

HEV 0323 EXERCISE AND NUTRITION .5 voc. cr.

A core course for the Home and Family Management program, this course is designed to educate the student on the basics of exercise and nutrition, the facts vs. the myths about exercise and nutrition and to provide the student with a list of healthy, helpful tips. (16 contact hours)

HEV 0324 YOUR OWN PERSONAL TRAINER .5 voc. cr.

This 20-hour physical fitness and nutrition program is aimed at reducing heart disease, cancer and injuries. (20 contact hours)

HEV 0325 SAFEGUARDING YOUR CHILD .5 voc. cr.

This course is designed to provide parents with the skills, tools, and knowledge necessary to protect their children. (4 contact hours)

HEV 0326 CHILD CARE FIRST AID/ CPR .5 voc. cr.

This eight-hour class is designed to teach care givers (parents, teachers, day care personnel, baby sitters), the hazards to which children may be exposed, how to make the environment safe, basic first aid, and basic rescue techniques such as Cardiopulmonary Resuscitation (CPR) and the maneuvers for foreign body airway obstruction (choking) for infants and children. (8 contact hours)

HEV 0327 EVERYTHING YOU LEARNED IN HIGH SCHOOL MATH AND FORGOT .5 voc. cr.

As a bridge to algebra, this course reviews the fundamentals of mathematics. The curriculum covers basic math concepts, and it implements these concepts through practice exercises. The primary objective of this course is to prepare students for college algebra. (12 contact hours)

HEV 0328 EVERYTHING YOU LEARNED IN HIGH SCHOOL ENGLISH AND FORGOT .5 voc. cr.

Refresh your basic language skills by concentrating on grammar and writing you know you were taught, but somehow you fail to remember. This course focuses on writing: organization, appropriate form, concise language, and specific audience/purpose. It also reviews proper sentence, structure, usage, syntax, punctuation and other frequent problem areas. (12 contact hours)

HEV 0329 DECORATING ON A DIME .5 voc. cr.

In this course, one will be taught how to develop guidelines for selecting and acquiring household furnishings. Emphasis will be put on decorating according to one's lifestyle, including scale, balance and rhythm. Included will be how to prepare a floor plan, the use of color, wall treatments, window treatments, floor coverings and bed/bath. (12 contact hours)

HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS 3 crs.

Historical development of the hospitality business, compare present scope of the business at the national, state and county level, differentiate departmental and job responsibilities in hotels and restaurants. (3 hr. Lecture)

HFT 1342 HOSPITALITY EQUIPMENT LAYOUT AND DESIGN 3 crs.

Design and layout of work areas, specifications of equipment, and design of facilities for maximum utilization taking in account cost, work safety and individual requirements. (3 hr. Lecture)

HFT 1501 HOTEL/MOTEL SALES PROMOTION 3 crs.

(Prerequisite: HFT 2510) Practical understanding of operating statements and how the sales effort fits into total earnings and profit picture of hospitality operations. (3 hr. Lecture)

HFT 1630 MANAGEMENT OF SECURITY IN HOSPITALITY BUSINESS 3 crs.

Issues regarding individualized security programs, examines security and safety equipment and procedures, guest protection and internal security for asset protection and outlines OSHA regulations. (3 hr. Lecture)

HFT 1700 TOURISM AND THE HOSPITALITY INDUSTRY 3 crs.

Provides basic knowledge of tourism-related concepts and practical experience for the hospitality industry. (3 hr. Lecture)

HFT 1850C DINING ROOM MANAGEMENT 3 crs.

(Co- or prerequisite: FOS 1201) A blend of theory and application. In the classroom, proper dining room procedures for director of service, dining room captain, waiter/waitress and dining room attendant. In the laboratory hospitality management training center, the student performs, on rotation, functions and responsibilities of each position including procedures for different types of service (plate service, family style, buffet service, platter service, cart service, banquet type and others); purchase and maintenance of chinaware, glassware, silverware and linen; wine and beverage service; sanitation and safety; and personnel function in service

management. (2 hr. Lecture, 4 hr. Lab)

HFT 1860 BAR MANAGEMENT 1 cr.

Covers: 1) alcohol laws and servers' responsibility; 2) basic mechanics and principles of bartending; and 3) basic understanding of production process of alcoholic beverages. (1 hr. Lecture)

HFT 1949C CO-OP: HOSPITALITY MANAGEMENT I 3 crs.

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine objectives for on-the-job hospitality management assignment. Student is evaluated by teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

HFT 2042 HOSPITALITY MANAGEMENT INTERNATIONAL STUDY TOUR 3 crs.

Examines how the hotel and restaurant industry operates in European countries. Visitation to hotels, restaurants and clubs, with lectures, are included.

HFT 2220 PERSONNEL MANAGEMENT PRACTICES 3 crs.

Basic principles and analysis of managerial problems, including job analysis methods, selection, control and supervision of personnel including work plans and schedules, labor and cost control, legal requirements and safety controls. (3 hr. Lecture)

HFT 2240C HOSPITALITY INDUSTRY COMPUTER SYSTEMS 3 crs.

Overview of information needs of lodging and food service establishments: addresses essential aspects of computer systems, such as hardware, software and generic applications; focuses on computer-based property management systems for front office and back office functions; and focuses on computer-based management systems for service-oriented and management-oriented functions. (3 hr. Lecture, 1 hr. Lab)

HFT 2250 BASIC ACCOUNTING FOR THE HOSPITALITY INDUSTRY 3 crs.

The study of the principles of accounting as it applies to the hospitality industry. (3 hr. Lecture)

HFT 2300 HOUSEKEEPING MANAGEMENT 3 crs.

A survey course providing a general understanding of the organization, duties and administration of institutional housekeeping includes interior decoration, purchase of furniture, carpeting, linens and supplies. (3 hr. Lecture)

HFT 2313 HOTEL AND RESTAURANT PROPERTY MANAGEMENT 3 crs.

Study of engineering systems in lodging and food-service establishments. Emphasis

is given to blueprint interpretations, basic electrical systems, plumbing, swimming pools, air-conditioning systems, etc. (3 hr. Lecture)

HFT 2410 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES 3 crs.

Study of functions, procedures and organization of front office department in a medium and large hotel. Emphasis on reservations and front-office psychology. (3 hr. Lecture)

HFT 2434 CLUB MANAGEMENT 3 crs.

Basic management of clubs and resorts. Covers private and semi-private clubs and resorts, and the differences in managing a club versus restaurants or hotels. (3 hr. Lecture)

HFT 2463 FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY II 3 crs.

(Prerequisite: HFT 2250) Intermediate-level concepts relating to financial accounting for the hospitality industry. (3 hr. Lecture)

HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS 3 crs.

The study of marketing principles associated with the promotion of lodging and food service businesses. (3 hr. Lecture)

HFT 2600 LEGAL ASPECTS OF HOTEL AND FOOD SERVICE ADMINISTRATION 3 crs.

The study of laws applicable to the ownership and operation of places of public hospitality. (3 hr. Lecture)

HFT 2949C CO-OP: HOSPITALITY MANAGEMENT II 3 crs.

Continuation of HFT 1949. (1 hr. Lecture, 10 hr. Lab)

HHD 2367 TEXTILES FOR THE INTERIORS 3 crs.

(Prerequisite: CTE 1401 is recommended, not required.) Examines window treatments and upholstered furniture, construction techniques and how to measure and compute fabric needs, estimating floor covering and wall treatments. (3 hr. Lecture)

HLP 1081 PHYSICAL FITNESS I 1 cr.

Introduces concepts of fitness for living. A personal fitness evaluation and planned program for fitness are included. (2 hr. Lab)

HMV 0940 CHEF APPRENTICESHIP CO-OP I 10 voc. crs.

The course prepares the student for responsibility for the overall cleanliness and maintenance of the kitchen and its supporting facilities plus equipment, tools, and supplies. In addition, the apprentice will develop skills as a breakfast cook while learning the basics of set up, cooking and serving the breakfast

meal, including sanitation and hygiene; tools and equipment; and product identification and knowledge. (19 hr. Lab)

HMV 0941 CHEF APPRENTICESHIP CO-OP II 10 voc. crs.

(Prerequisite: HMV 0940: Chef Apprenticeship Co-Op I) This course is a continuation of developing skills as a breakfast cook and prepares the student with the skills for food preparation of various breakfasts menu items including the set up, garnishment, display, nutritional elements and serving of the breakfast meal. In addition, the students will gain knowledge and techniques of fabricating, cooking and serving all fruits, cereals, grains, beans, tubers and farinaceous products, including sanitation and hygiene, use of tools and equipment, food preparation and product identification. (19 contact hrs.)

HMV 0942 CHEF APPRENTICESHIP CO-OP III 10 voc. crs.

(Prerequisite: HMV 0941: Chef Apprenticeship Co-Op II) This course continues the field experience for building skills as a vegetable cook emphasizing pre-preparation, complex preparing, cooking, garnishment and nutritional aspects of fruits, vegetables, farinaceous products, and tubers. Additionally, the apprentice student will develop proficiency as a butcher for the fabrication of meats, poultry, fish and seafood so that they are in a state where they can be used in final preparation; including sanitation procedures; utilization of tools and equipment; and product identification and preparation of poultry, meat, fish and seafood. (25 contact hrs.)

HMV 0943 CHEF APPRENTICESHIP CO-OP IV 10 voc. crs.

(Prerequisite: HMV 0942: Chef Apprenticeship Co-Op III) The course prepares the student for responsibility in the final preparation of meats, fish, seafood and vegetables for broiling, grilling or roasting, including garnishment and presentation. (19 contact hrs.)

HMV 0944 CHEF APPRENTICESHIP CO-OP V 10 voc. crs.

(Prerequisite: HMV 0943: Chef Apprenticeship Co-Op IV) The course prepares the student for production and presentation of hot soups and hot sauces. (19 contact hrs.)

HMV 0945 CHEF APPRENTICESHIP CO-OP VI 10 voc. crs.

(Prerequisite: HMV 0944: Chef Apprenticeship Co-Op V) The course prepares the student as a pantry cook and garde manger for all cold food production and presentation -- including sandwiches, salads, cold appetizers and entrees, canapés and showpieces. (25 contact hrs.)

HMV 0946: CHEF APPRENTICESHIP**CO-OP VII** 10 voc. crs.

(Prerequisite: HMV 0945: Chef Apprenticeship Co-Op VI) This course is a continuation for preparing the student as a pantry cook and garde manger for all cold food production and presentation --including sandwiches, salads, cold appetizers and entrees, canapés, and showpieces. Additionally, the apprentice will begin to gain the skills needed to function in a role as a Sauté Cook. (19 Contact hrs.)

HMV 0947 CHEF APPRENTICESHIP**CO-OP VIII** 10 voc. crs.

(Prerequisite: HMV 0946: Chef Apprenticeship Co-Op VII) This course is a continuation for preparing the student as a sauté cook in the preparation, production and serving of entree items and hot appetizers which are sautéed, pan-fired, deep fried, braised, baked, or poached. Additionally, the apprentice will develop skills for the preparation, production, and presentation of baked goods including breads and sweet goods, and for the production and presentation of fancy pastries, desserts and showpieces. (19 contact hrs.)

HMV 0948 CHEF APPRENTICESHIP**CO-OP IX** 10 voc. crs.

(Prerequisite: HMV 0947 Chef Apprenticeship Co-Op VIII) This course prepares the apprentice as a Lead Cook for performing supervisory management skills, giving him/her the ability to operate any of the stations in the kitchen. (25 contact hrs.)

HSC 1000 INTRODUCTION TO HEALTH CARE 3 crs.

This course prepares the student for study in the allied health occupations. Unit studies include professional ethics, behavior and communication, patient care and assessment, universal precautions, CPR, medical terminology, risk management and the study of health care regulation and systems. (3 hr. Lecture)

HSC 1004 INTRODUCTION TO DEVELOPMENTAL CONCEPTS FOR HEALTH CARE PROVIDERS 2 crs.

This course is designed to introduce the student to the general principles and processes of normal human growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Health care implications and adaptations for Health Care providers will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on the use of therapeutic skills. (2 hr. Lecture)

HSC 1400 STANDARD FIRST AID AND CPR 1 cr.

Provides skills meeting certification requirements by the American Red Cross; includes CPR certification. (2 hr. Lab)

HSC 1500 AIDS: A HUMAN CONCERN 3 crs.

Provides comprehensive and current information on AIDS with specific insights on how AIDS affects all lay persons and health care professionals alike. Included are clinical manifestations, psychosocial and neuropsychiatric aspects, legal and ethical issues, the social, political and economic implications. How AIDS affects both patient and health care (and allied) professionals. Other information includes AIDS resources, safe sex and HIV testing. (3 hr. Lecture)

HSC 2100 HEALTH CONCEPTS AND STRATEGIES 3 crs.

This course is designed to provide students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for themselves, family, and society. Current health findings are used to establish an awareness of various health needs in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon stress management, fitness, nutrition and the development of an effective personal lifestyle utilizing applied health components. (3 hr. Lecture)

HSC 2133 HUMAN SEXUALITY EDUCATION 3 crs.

Provides scientific knowledge about sexuality to promote good health for themselves, their family and society includes in-depth information on topics of human sexual biological systems and responses; reproduction and birthing/control; gender identity/role/relationships; sexuality through the life cycle; sexual relationships/individuality and sexual values; sexual dysfunction and therapy; sociosexual problems; and sexually transmitted diseases/AIDS. Meets requirements of Florida State Board of Education Rule for education concerning human sexuality for grades K-12. (3 hr. Lecture)

HSC 2140 DRUG EDUCATION 3 crs.

An introduction to the effects of drugs on human behavior and society. Included are biological and historical information about drugs, social scientific aspects of drug use and misuse, pharmacological effects on mind and body. Meets requirements of Florida State Board of Education Rule for education concerning drugs including alcohol for grades K-12. (3 hr. Lecture)

HSC 2204 COMMUNITY HEALTH EDUCATION 3 crs.

(No prerequisite; HSC 2100 recommended) Introduction to the nation's com-

munity health system and related educational functions. Surveyed are historical and administrative structures, concepts and scope of programs, major contemporary health problems and related health education and community functions. (3 hr. Lecture)

HSC 2531 MEDICAL TERMINOLOGY 3 crs.

Preparation for health-related vocations with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined and use of medical dictionary and related sources are emphasized. (3 hr. Lecture)

HUM 2700 HUMANITIES OVERSEAS STUDY TOUR 3 crs.

Study of cultures of countries other than the United States; includes classroom and on-site visits to cultural and artistic locations in countries visited. (3 hr. Lecture)

HUN 1001 BASIC NUTRITION 2 crs.

Fundamental principles, findings, concepts and applications of normal nutrition for the food service industry. (2 hr. Lecture)

HUN 1201 ELEMENTS OF NUTRITION 3 crs.

Explores principles necessary to promote optimum nutrition throughout the life cycle. Consideration for the changing nutritional scene and areas of controversy. Emphasis on nutritional practices. (3 hr. Lecture)

HUN 1501 COMMUNITY NUTRITION 3 crs.

(Prerequisite: HUN 1201) Utilizes knowledge of normal nutrition; skills in communications; socioeconomic influences; and familiarity with community resources to educate and motivate individuals and groups to improve their nutritional status. (2 hr. Lecture, 2 hr. Lab)

HUS 1001 INTRODUCTION TO HUMAN SERVICES 3 crs.

An orientation to the field of human services, history, current concepts and roles of beginning professionals are reviewed and discussed, community services and resources are studied. New approaches to meeting human needs are explored. The knowledge, skills and attitudes essential to the beginning professional are investigated. There is a whole new spectrum of challenges today in the field of human services, and the beginning professional--the human services specialist--is meeting them. Human services beginning professionals go wherever people are having problems and needs. They learn techniques and skills in areas including behavior modification, family therapy, problem solving, counseling, interviewing and case management. (3 hr. Lecture)

HUS 1100 COUNSELING AND INTERVIEWING**3 crs.**

(Prerequisite: PSY 2012) This course teaches skills, knowledge and attitudes for counseling, interviewing and problem solving as used in therapy or in everyday situations. A combination of teaching techniques is used including demonstration, exercises, one-on-one practices, reading assignment and field work. The course develops counseling skills for the client-counselor relationship. The students will learn and practice problem-solving techniques which help the client identify problems and work systematically for solutions. Interviewing is taught as a component of the counseling process. Techniques used in assessing the client and the problems are taught as part of the total process. Active listening, reflecting, questioning, summarizing, problem-solving, starting a session and ending a session are taught in this course. (3 hr. Lecture)

HUS 1200 PRINCIPLES OF GROUP DYNAMICS**3 crs.**

(Prerequisite: PSY 2012) A course designed to help students realize potential for growth and to increase their ability to work effectively with others. Group processes are explored including cohesion, conflict, individual roles, communications and problem-solving. (3 hr. Lecture)

HUS 1531 COUNSELING THE CHEMICALLY DEPENDENT PERSON**3 crs.**

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role-playing and critique are part of this instruction. Both individual and group counseling techniques are taught. (3 hr. Lecture)

HUS 1850 FIELD WORK IN HUMAN SERVICES I**2 crs.**

(Prerequisite: HUS 1100 or HUS 1200 or HUS 2520 {Anyone of the courses listed}) This course offers an understanding of the role and function, programs and services of a variety of human services organizations including the not-for-profit agencies. In addition, the students study the private sector of human services organizations, and the individuals involved in a variety of private practice professions. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving. (2 hr. Lecture)

HUS 1850L FIELD WORK IN HUMAN SERVICES I INTERNSHIP**2 crs.**

(Prerequisite: HUS 100 or HUS 1200 or HUS 2520 {Anyone of the courses listed};

co-requisite: HUS 1850) Each student is assigned to a human services program for six hours weekly, for 16 weeks. Students are supervised by the instructor and personnel of the Human Services program. On-the-job training includes interviewing and counseling clients and their families; assessment and planning; monitoring and observation; problem-solving; participating in group and individual therapy; intervention and treatment; and linking clients with community resources. (6 hr. Lab)

HUS 2520 PSYCHOTHERAPY: THEORY AND PRACTICE**3 crs.**

(Prerequisite: PSY 2012) An overview of current approaches to psychological counseling and psychotherapy including psychoanalysis, client-centered, Gestalt, transactional analysis, reality therapy, behavior therapy and rational-emotive therapy. The courses include an examination of basic issues in counseling and psychotherapy, including ethical issues and the personality of the counselor. Emphasis is on both the theory and practical applications of the various approaches. (3 hr. Lecture)

HUS 2851 FIELD WORK IN HUMAN SERVICES II**2 crs.**

(Prerequisite: HUS 1850. Continuation of HUS 1850) (2 hr. Lecture)

HUS 2851L FIELD WORK IN HUMAN SERVICES II INTERNSHIP**2 crs.**

(Prerequisite: HUS 1100 or HUS 1200 or HUS 2520 {Anyone of the courses listed}; co-requisite: HUS 2851) This is a second module of field work to enable each student to participate in a second area of "learning by doing" or on-the-job training. Students will continue under supervision and keep a daily journal of their on-the-job experiences to share with their classmates and instructors at the weekly seminars. (6 hr. Lab)

IDH 2105 THE ART OF PUBLIC DELIBERATION AND COMMUNITY BUILDING**3 crs.**

(Prerequisite: If an honors course, the student must meet the honors standards) This honors course is designed to teach and give students experience in practicing the art of public deliberation and community building. The academic portion of the course will explore several methods and interdisciplinary perspectives from the social sciences, communications, journalism and the humanities. The service learning or experiential part of the course will involve students in training for and conducting study circles or forums on current issues that involve local, state, national or international conflicts. (3 hr. Lecture)

IDS 1185 HUMAN ISSUES: PROBLEMS AND ANALYSIS (Honors Course)**3 crs.**

The class will select a theme on human and global issues as a focus. Techniques of information gathering are presented as interest groups set goals and gather information to prepare a videotaped presentation (3 hr. Lecture)

IDS 2109 CLAST REVIEW COURSE**3 crs.**

(Prerequisite: completed 30 semester hours of college credit edit courses including 15 of the 18 hours required under the Gordon Rule) Review of competencies tested on the state-mandated CLAST examination. Topics include the essay, writing, reading and computation subtests. (3 hr. Lecture)

IDS 2164 LEADERSHIP DEVELOPMENT**3 crs.**

(Prerequisite: completed 24 hours including ENC 1101, ENC 1102, and SPC 1600 with a CGPA of at least 3.0. With permission of the instructor, any and/or all prerequisites may be waived.) Focuses on development of leadership ability and effective leadership including developing a personal philosophy of leadership, developing leadership potential and integrating theory with application in a group setting. (3 hr. Lecture)

IND 1012C INTRODUCTION TO INTERIOR DESIGN**3 crs.**

(Co-requisites: IND 1025C, IND 1301C) This course aims to identify and apply elements and principles of basic design to interior spaces. Its purpose is to acquaint the student with plans for space utilization, selection and arrangement of furniture, equipment and accessories. (2 hr. Lecture, 2 hr. Lab)

IND 1015C RESIDENTIAL INTERIOR DESIGN**3 crs.**

(Prerequisites: IND 1012C; co-requisite: TAR 1120C) In this course students apply creative problem-solving skills in designing residential interiors. An emphasis is placed on space planning, furniture arrangement, wall elevations, interior details, furniture and finish selections as well as graphic skills and presentation techniques. (2 hr. Lecture, 2 hr. Lab)

IND 1019C COMMERCIAL INTERIOR DESIGN I**3 crs.**

(Prerequisite: TAR 1120C, IND 1015C; co-requisite: BCN 2253C) This course is intended to introduce the interior design student to the complexities of nonresidential interiors. The complete design process, including space planning, human factors, technical issues, furniture and material selection and code requirements will be examined. (2 hr. Lecture, 2 hr. Lab)

IND 1025C FUNDAMENTALS OF COLOR AND DESIGN 3 crs.

Introduction to the use and properties of color in two and three dimensional design stressing color and design theory. (2 hr. Lecture, 2 hr. Lab)

IND 1401C GRAPHICS AND DRAFTING I 3 crs.

This course is a basic drawing course designed to introduce the beginning interior design student to the fundamentals of drafting and graphic standards as well as the different types of drawings used in design. It is designed to provide the graphics skills needed to support IND 1012C, Introduction to Interior Design, and should be taken concurrently with this course. Lettering, preliminary planning, line quality, orthographic drawings, perspective and shades and shadows are covered. (2 hr. Lecture, 2 hr. Lab)

IND 1430C INTERIOR DESIGN TECHNICAL SYSTEMS 3 crs.

(Prerequisite: IND 1015C, IND 1019C) This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems, in commercial and residential applications. It also provides the student with an understanding of mechanical and plumbing systems and explores the environmental aspects of interior design. (2 hr. Lecture, 2 hr. Lab)

IND 2010C COMMERCIAL INTERIOR DESIGN II 3 crs.

(Prerequisite: IND 1019C, IND 2331C or IND 2332C) This course requires the advanced interior design student to utilize all previously learned design skills to produce and understand comprehensive commercial design projects. Emphasis is on programming, special analysis, code restrictions, complete furniture selection and budget limitations. Complete design drawings will be stressed to aid in visual communications. (2 hr. Lecture, 2 hr. Lab)

IND 2011 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS 3 crs.

(Co-requisite: IND 2010C) Business processes and procedures such as contracts, profits, pricing and invoicing; legal and ethical practices in designer-client relations; basic operation of an interior design business. (3 hr. Lecture)

IND 2100 HISTORY OF INTERIORS I 3 crs.

History of architecture, interiors and furniture from antiquity to the Industrial Revolution including architectural details, fabrics and accessories. (3 hr. Lecture)

IND 2130 HISTORY OF INTERIORS II 3 crs.

History of architecture, interiors and fur-

niture from late 19th century to the 20th century including architectural details, fabrics and accessories. (3 hr. Lecture)

IND 2331C INTERIOR RENDERING 3 crs.

(Prerequisite: TAR 1120C, IND 1015C) This course covers methods and techniques for two- and three-dimensional illustration. Color and mixed media aspects will be applied to floor plans, elevations and interior perspective drawings. (2 hr. Lecture, 2 hr. Lab)

IND 2332C MODEL BUILDING 3 crs.

(Prerequisite: TAR 1120C, IND 1015C) Explores construction methods and techniques necessary to translate architectural and interior drawings into three-dimensional scale models. (2 hr. Lecture, 2 hr. Lab)

IND 2420 PRODUCTS AND MATERIALS OF INTERIOR DESIGN 3 crs.

(Prerequisite: IND 1015C) This course involves an in-depth study and examination of products and materials used in commercial and residential environments. It will investigate the function, durability, fire-resistive standards, toxicity, aesthetics and liabilities of a broad spectrum of materials and finishes, and introduce proper specification notation. (3 hr. Lecture)

IND 2429 TEXTILES FOR THE INTERIORS 3 crs.

(Prerequisite: IND 2420: Products and Materials of Interior Design) This course covers textile products available for use in residential and commercial interiors. It reviews government regulations, test methods, performance standards, installation procedures and maintenance practices applying to interior textile products. It also examines window treatments and upholstered furniture, construction techniques and how to measure and compute fabric needs, estimating floor covering and wall treatments. (3 hr. Lecture)

IND 2460C COMPUTER AIDED DRAFTING FOR INTERIOR DESIGNERS 4 crs.

(Prerequisite: IND 1019C, BCN 2253C) This course is an introduction to computer aided drafting as it applies in the fields of architecture and interior design. It includes basic computer concepts, current hardware and software, and their application in the solving of architectural problems. Emphasis is on the production of computer aided drafting of working drawings involving residential and commercial design problems. (2 hr. Lab, 2 hr. Lecture)

IND 2527C ADVANCED PORTFOLIO INTERIOR DESIGN 3 crs.

(Prerequisite: IND 2010C) Preparation for entry into the professional world of interior

design. A final portfolio of presentation techniques will be developed to use for employment, professional accreditation or to show prospective clients. (2 hr. Lecture, 2 hr. Lab)

IND 2941C INTERIOR DESIGN INTERNSHIP 3 crs.

(Prerequisites: IND 2010C, IND 2011) Preparation to enter the profession of interior design. The student will acquire practical experience by working in a professional interior design business. (2 hr. Lecture, 2 hr. Lab)

INR 2002 INTERNATIONAL RELATIONS 3 crs.

(Prerequisites: POS 1001 or POS 2041 and/or ECO 2013 or consent of instructor) Examines international relations systems as a framework for analyzing and comparing the world's political systems; including issues in international law, diplomacy and the role of the United Nations. (3 hr. Lecture)

IPM 1301 PESTICIDES 3 crs.

Introduction to role and mechanisms of pesticides in an integrated pest-management program. Ecological, biological and economic principles are emphasized. Classification, action, toxicity, registration procedures and application techniques of chemicals defined as pesticides under the Federal Insecticide, Fungicide and Rodenticide Act are studied. (3 hr. Lecture)

ISS 1949C CO-OP SOCIAL SCIENCE TRAINING I 3 crs.

Coordinate work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. Students and teacher-coordinator determine objectives for on-the-job social science assignments. Student is evaluated by the teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

ISS 2202 CANADIAN STUDIES 3 crs.

Multicultural, interdisciplinary international studies course on selected issues pertaining to Canada. Includes geography, history, politics and economics in a multicultural perspective encompassing an examination of native peoples, Anglo-Canadians and Franco-Canadians and how these groups determine Canadian identity. A review of historical and contemporary literature traces the development of Canadian national consciousness and addresses issues in Canadian foreign policy and international relations. (3 hr. Lecture)

ISS 2949C CO-OP SOCIAL SCIENCE TRAINING II 3 crs.

Continuation of ISS 1949C. (1 hr. Lecture, 10 hr. Lab)

ITA 1120 ELEMENTARY ITALIAN I 4 crs.

Basic knowledge of Italian grammar and composition, reasonable pronunciation and familiarity with culture of native speakers of the language are provided. (4 hr. Lecture)

ITA 1121 ELEMENTARY ITALIAN II 4 crs.

Continuation of ITA 1120. Reinforces basic skills by developing increased listening, speaking, reading, writing skills, grammar and cultural awareness. (4 hr. Lecture)

ITA 2200 INTERMEDIATE
ITALIAN I
3 crs.

(Prerequisite: ITA 1121 or equivalent) Review of basic structure of spoken and written Italian. Readings in Italian on an elementary level are required, and students are required to spend one hour per week listening to language laboratory recordings. (3 hr. Lecture)

ITA 2201 INTERMEDIATE
ITALIAN II
3 crs.

(Prerequisite: ITA 2200 or equivalent) Continuation of ITA 2200. There are readings in Italian on the intermediate level. (3 hr. Lecture)

JOU 1100 BASIC WRITING FOR MASS
COMMUNICATION
3 crs.

Fundamentals of news-evaluation, interviewing procedures, information gathering, news writing and news editing including writing leads, organizing a story and use of quotes and attributions are covered. Libel laws and ethics of journalism are covered and ability to type at least 40 words per minute. Required for journalism majors. (3 hr. Lecture)

JOU 2103 REPORTING AND WRITING
TECHNIQUES
3 crs.

(Prerequisite: JOU 1100 or equivalent or permission of division chair) Techniques of writing and reporting special types of news articles including investigative reporting, features, public-affairs reporting and editorial/column writing. Required for journalism majors. (3 hr. Lecture)

LEI 1000 INTRODUCTION TO
RECREATION AS A PROFESSION
3 crs.

Study of theory and development, history, philosophy, current trends and fields of employment includes social and economic developments influencing present and future leisure and recreation. (3 hr. Lecture)

LEI 1260 INTRODUCTION TO OUTDOOR RECREATION
3 crs.

Theory and skills in outdoor recreation includes political, social and economic forces affecting outdoor recreation profession. (3 hr. Lecture)

LEI 1310 LEADERSHIP IN RECREATION
3 crs.

Recreation leadership techniques and principles of group dynamics as applied to recreation planning and organizing recreational activities. (3 hr. Lecture)

LEI 1603 MAINTENANCE, CARE AND SCHEDULING OF RECREATION FACILITIES
3 crs.

Explores maintenance, care and scheduling of recreation facilities including planning of recreation areas, care and repair of equipment and supplies, purchasing of and design of new facilities. (3 hr. Lecture)

LEI 1920C FIELD STUDY I
2 crs.

Prerequisite to preparation for entry-level positions with on-the-job experience under supervision. (1 hr. Lecture, 4 hr. Lab)

LEI 2220 SOCIAL RECREATION
3 crs.

Emphasis is placed on methods, materials, and techniques of planning, organizing and conducting social recreational activities. (For Recreation majors) (3 hr. Lecture)

LEI 2431 ORGANIZING, PLANNING AND PROGRAMMING ACTIVITIES
3 crs.

Essential skills and techniques of planning and organizing weekly, monthly and seasonal programs, tournaments, contests and special events. (3 hr. Lecture)

LEI 2544 FACILITY OPERATIONS
3 crs.

Introduction to management and supervisory techniques and practices for effective operation of facilities. (3 hr. Lecture)

LEI 2700C RECREATION FOR THE AGING AND SPECIAL POPULATION
3 crs.

Knowledge and skills in recreational activities for the ill, aging and physically and mentally handicapped. (2 hr. Lecture, 2 hr. Lab)

LEI 2702 INTRODUCTION TO THERAPEUTIC ACTIVITY
3 crs.

Explores communicative and administrative skills; cognitive and affective domains of physical and psychosocial aspects of aging; activities and adaptations; volunteerism; and program concepts for activity coordinators. (3 hr. Lecture)

LEI 2940C FIELD STUDY II
2 crs.

(Prerequisites: All recreation specialist core courses with a grade of C or better) Practical application of classroom knowledge in city or county setting. Supervision provided by recreation professionals. (8 hr. Lab)

LIS 1002 ELECTRONIC ACCESS TO INFORMATION
1 cr.

This course will examine electronic serv-

ices that are available for accessing information resources such as books, journals, library holdings, newspapers, databases, e-mail and electronic conferences and bulletin boards. (1 hr. Lecture)

LIT 2110 WORLD LITERATURE TO 1600*
3 crs.

(Prerequisite: ENC 1101) Study of selected works of ancient, medieval and Renaissance worlds. Written work: 3000 words. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

LIT 2120 WORLD LITERATURE AFTER 1600*
3 crs.

(Prerequisite: ENC 1101) Study of selected world masterpieces from approximately 1600 to the present day. Written work: 3,000 words. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

LIT 2951 TRAVEL/STUDY:
BRITISH LITERATURE (2)*
6 crs.

Lectures at Cambridge University, England, on two of the following: Shakespeare's Texts I, II or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists and Twentieth-century Poetry. Fulfills the general education requirement for literature. Written work: 6,000 words. Requires a C or better for transfer for AA degree credit. (6 hr. Lecture)



* This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

MAC 1102 ALGEBRA FOR COLLEGE STUDENTS

3 crs.

(Prerequisites: A suitable score on the placement test together with two years of high school algebra) Emphasizes radicals, exponents, complex numbers, linear and quadratic equations and inequalities and absolute value. New topics include exponential and logarithmic properties, functions and equations, relations and functions, graphs of linear, quadratic, exponential and logarithmic functions and systems of equations and inequalities. (3 hr. Lecture)

MAC 1114 TRIGONOMETRY

3 crs.

(Prerequisite: MAC 1140 or adequate score on placement test together with two years of high school algebra. Students having C or better in MAC 1102 and whose programs do NOT require calculus may enroll in MAC 1114.) Trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, complex numbers and analytic geometry (the conic section). (3 hr. Lecture)

MAC 1140 PRECALCULUS

3 crs.

(Prerequisites: a suitable score on the placement test together with two years of high school algebra or MAC 1102 College Algebra) Relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions, linear programming, sequences, series, induction and Binomial Theorem. (3 hr. Lecture)

MAC 2233 SURVEY OF CALCULUS

3 crs.

(Prerequisite: MAC 1102 with a B or higher or MAC 1140 preferred) Not open to students who have credit in MAC 2311. Study of rates of change, derivatives and integration with applications to business. (3 hr. Lecture)

MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I

4 crs.

(Prerequisite: MAC 1114 and MAC 1140 or adequate score on placement test and high school trigonometry) First of a three-term sequence. Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. (4 hr. Lecture)

MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II

4 crs.

(Prerequisite: MAC 2311) The second of a three-term sequence. Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications and infinite series. (4 hr. Lecture)

MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III

4 crs.

(Prerequisite: MAC 2312) The third of a three-term sequence. Topics included are solid analytic geometry and vectors in space, partial differentiation, multiple integration and line integrals. (4 hr. Lecture)

MAN 1949A CO-OP:**BUSINESS I**

3 crs.

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job midmanagement assignment. Student is evaluated by teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

MAN 1949B CO-OP:**BUSINESS II**

3 crs.

Continuation of MAN 1949A. (1 hr. Lecture, 10 hr. Lab)

MAN 2021 PRINCIPLES OF MANAGEMENT

3 crs.

Study of principles of management, planning, organizing, staffing and controlling applicable to production, personnel, marketing, finance, government, education, agriculture and armed forces. (3 hr. Lecture)

MAN 2042 SUCCESSFUL TEAM MANAGEMENT AND PROBLEM-SOLVING TECHNIQUES

3 crs.

Managing successful teams by developing strategies and management principles ensuring dynamic, effective teams. Topics include: creating shared purpose and realistic expectations; creating sound team structure; improving communications; interpersonal issues and behaviors; developing improvement methodology, problem-solving tools; and guidelines for choosing appropriate team project. (3 hr. Lecture)

MAN 2522 LEADERSHIP AND CONTINUOUS IMPROVEMENT MANAGEMENT

3 crs.

Elements of sustained continuous improvement by examining leadership styles and behaviors; employee empowerment; value-added management; and a proven framework for implementation. Total Quality Management (TQM) is presented in a comprehensive manner, stressing principles and practices including excellence, efficiency and effectiveness. (3 hr. Lecture)

MAN 2800 SMALL BUSINESS MANAGEMENT

3 crs.

In-depth analysis of principles of starting and managing a small business. Included are

business and managerial functions of how to organize, staff, direct and control business areas of sales, production, purchasing, finance and personnel. (3 hr. Lecture)

MAP 2302 DIFFERENTIAL EQUATIONS

3 crs.

(Prerequisite or co-requisite: MAC 2313) Ordinary differential equations, the Laplace transform, differential operators systems of equations, orthogonal trajectories, electric networks and inverse transforms. (3 hr. Lecture)

MAR 2011 PRINCIPLES OF MARKETING

3 crs.

Emphasizes planning marketing strategy. Includes: macro role in society and micro role of business; external environments affecting marketing, marketing research; behavioral features of the consumer market and intermediate customers; market segmentation; and developing marketing mix of product, place promotion and price. (3 hr. Lecture)

MAT 0024 BASIC ALGEBRA.*

0 crs.

(Co-requisite: is SLS 1501 for any student who tests into MAT 0024 and any other prep course) Prepares students for MGF 1104 and covers basic algebra and geometry concepts and applications, including the real number system, polynomials, linear equations, exponents and radicals, quadratic equations and work as necessary in arithmetic pre-algebra skills. Graded Passing or Not Passing (P or N). Six contact hours per week. (3 hr. Lecture, 3 hr. Lab)

MAT 0118 CLAST REVIEW FOR MATHEMATICS

0 cr.

(Prerequisite: A score below the state-mandated passing level on the mathematics skills subtest of CLAST) Intensive review in college-level mathematical skills before re-taking the CLAST mathematics subtest of CLAST. Algebra, arithmetic, geometry, statistics and logic are covered.

MAT 1033 INTERMEDIATE ALGEBRA

3 crs.

(Prerequisite: Successful completion of MAT 1024 or one year of high school algebra AND adequate score on placement test) Preparation for MAC 1102. Topics include sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. (3 hr. Lecture)

MCB 1000 MICROBIOLOGY

3 crs.

(Prerequisite: BSC 1085 OR BSC 1010) Study of microorganisms with emphasis on pathogens. Characteristics, control and ge-

* Required of students entering the College with test scores indicating a need for remedial work before embarking on the college-level curriculum.

netics of microorganism and defense mechanisms of the host are stressed. (3 hr. Lecture)

MCB 1000L MICROBIOLOGY LABORATORY 1 cr.

(Co-requisite: MCB 1000) Laboratory to accompany MCB 1000. (2 hr. Lab)

MGF 1104 MATHEMATICS FOR COLLEGE STUDENTS 3 crs.

(Prerequisites: MAT 1024 Elementary Algebra OR adequate score on the placement exam and one year of high school algebra) Mathematical and computational skills essential for success in liberal arts areas. Provides essential skills in probability and statistics, sets, logic and numeration systems and to prepare them for the CLAST. (3 hr. Lecture)

MGF 1109 RATIO AND PROPORTION 1 cr.

This module is a study of ratio, proportion and variations, fractions, decimals and percents with application. (1 hr. Lecture)

MGF 1111 GEOMETRY 1 cr.

A study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction. (1 hr. Lecture)

MGF 1112 LOGIC 1 cr.

Analysis of sentence structure and truth values includes valid and invalid arguments and methods of proof. (1 hr. Lecture)

MGF 1933 CLAST MATHEMATICS REVIEW 1 cr.

(Prerequisite: A score below the state mandated passing level on the mathematics skills subtest of CLAST.) This course is designed for students who need an intensive review in college level mathematical skills before they retake the CLAST mathematics subtest of CLAST. Algebra, arithmetic, geometry, statistics, and logic will be covered. The mathematics objectives included on the CLAST will be emphasized. (1 hr. Lecture)

MKA 1041 PRINCIPLES OF RETAILING I 3 crs.

Study of principles, procedures and techniques of retailing, buying, pricing merchandise and of determining consumer demand. Particular attention given to problems of when and how to buy and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. (3 hr. Lecture)

MKA 1511 ADVERTISING/PUBLIC RELATIONS 3 crs.

This course has been planned for students wanting strong preparation in the field of advertising. Students learn both a practical

and theoretical approach to the study of advertising. Includes an overview of the history of advertising, research and planning, creative elements, the planning stage required for successful advertising and the actual execution of an advertising campaign. (3 hr. Lecture)

MKA 2021 SALESMANSHIP 3 crs.

Preparation for entry into sales careers. Topics include buyer characteristics and behavior patterns, prospecting, planning and delivering the presentation, handling objections and closing the sale; dealing with legal, social, ethical and personal responsibilities of the salesperson; and nature and scope of sales management. (3 hr. Lecture)

MKA 2042 PRINCIPLES OF RETAILING II 3 crs.

(Prerequisite: MKA 1041 Principles of Retailing I) Covers retail product merchandising including basic merchandise knowledge; display; men's, women's and children's inner and outer apparel items; and home goods. (3 hr. Lecture)

MKA 2752 INTERNATIONAL MARKETING 3 crs.

Basic marketing principles presented from an international point of view. Covers pricing, advertising methods and channels of distribution on an international level. Students make actual visit to a foreign corporation. Classroom work before and after the overseas trip will be required. (3 hr. Lecture)

MLO0090 MICROCOMPUTERS FOR HEALTH PROFESSIONALS .5 cr.

This course introduces the health care worker to personal computer hardware and software with an emphasis on hands-on and common business applications including spreadsheet and wordprocessing. (12 contact hours)

MMC 1000 SURVEY OF COMMUNICATIONS 3 crs.

Surveys the development of communications media including present problems facing the press. Special emphasis on newspapers, radio and television, requirements, opportunities and responsibilities to the public. This course is required for journalism majors. (3 hr. Lecture)

MMC 1949C MASS MEDIA INTERNSHIP I 3 crs.

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job communications assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

MMC 2949C MASS MEDIA INTERNSHIP II 3 crs.

Continuation of MMC 1949C. (1 hr. Lecture, 10 hr. Lab)

MNA 1453 POSTMASTER ADMINISTRATION 3 crs.

In-depth knowledge of services and duties performed by postmasters, including postal procedures and managing associate post office facilities. (3 hr. Lecture)

MNA 1454 POSTAL SERVICE MARKETING 3 crs.

Knowledge of marketing the products of the Postal Service and programs and procedures to maximize a positive image while maintaining productivity. (3 hr. Lecture)

MNA 1394 POSTAL FINANCE I 3 crs.

Explores how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and explanation of three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, time-keeping, travel regulations and administrative services. (3 hr. Lecture)

MNA 2100 HUMAN RELATIONS 3 crs.

Explores objectives in human relations and develops techniques for accomplishing these objectives. Topics include: motivation, morale, productivity, organization, communications, work and incentives, leadership and executives and their roles. (3 hr. Lecture)

MNA 2303 INTRODUCTION TO PUBLIC PERSONNEL MANAGEMENT 3 crs.

(Prerequisite: POS 2112 or permission of instructor) Concentrates on the major issues facing the manager of public employees including selection and promotional process, performance appraisal systems, labor relations, employee rights and concerns of public sector employment. (3 hr. Lecture)

MNA 2345 PRINCIPLES OF SUPERVISION 3 crs.

Overview of the first level of management dealing primarily with the management of people. The focus is on supervisory processes: examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor. (3 hr. Lecture)

MNA 2397 POSTAL EMPLOYEE RELATIONS 3 crs.

Covers functions of the employee relations office in relation to the services it provides for postal employees. Including policies and practices concerning selection, placement, training, and promotion of employees, self-development training programs, EEO practices, insurance and

retirement benefits, awards programs, salary schedules, safety and health. (3 hr. Lecture)

MNA 2398 POSTAL LABOR RELATIONS 3 crs.

Overview of laws and practices related to labor-management in the Postal Service. Emphasis on national and local agreements, various bargaining units and associations in the U.S. Postal Service, grievance procedures, disciplinary action and National Labor Relations Board. (3 hr. Lecture)

MNA 2399 POSTAL FINANCE II 3 crs.

Continuation of MNA 1394, Finance I. Provides extensive understanding of financial management principles in the Postal Service including Public Law 91 375, Postal Reorganization Act of 1970, and Fiscal Handbook F-1, Financial and Cost Controls. (3 hr. Lecture)

MNA 2451 MAIL PROCESSING 3 crs.

An introduction to mail processing operations emphasizing automated, mechanized and manual mail processing operations. (3 hr. Lecture)

MNA 2452 POSTAL CUSTOMER SERVICES 3 crs.

Covers mail delivery and collection systems within the Postal Service and management's approach to delivery services. (3 hr. Lecture)

MTB 1103 BUSINESS MATHEMATICS 3 crs.

Information and applications in business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, compound interest and present value, stocks and annuities. (3 hr. Lecture)

MTB 1113 BUSINESS MATHEMATICS II 3 crs.

(Prerequisite: MTB 1103 Business Mathematics I) Information and applications in business situations involving more advanced topics in accounting analysis, corporate finance, statistics and business analysis.

MTS 0211 ANATOMY AND PHYSIOLOGY 1 voc. cr.

Introduction to gross concepts of anatomy and physiology which will be useful to persons working with medical records or in the physician's office. This course should be taken before Medical Terminology. (30 contact hours)

MUC 2301 INTRODUCTION TO ELECTRONIC MUSIC I 3 crs.

Introduction to basic hardware components (tape recorder, mixer, synthesizer, computer) and functions in electronic music. (3 hr. Lecture)

MUC 2302 INTRODUCTION TO ELECTRONIC MUSIC II 3 crs.

(Co- or prerequisite: MUC 2301 or permission of instructor) Continuation of MUC 2301. Includes techniques of sound mixing, sequencing and sampling. (3 hr. Lecture)

MUE 2440 STRING TECHNIQUES* 1 cr.

Basic instruction in string instruments. (It is recommended that music education majors have instruction in one of the following:) (2 hr. Lab)

| | |
|-----------|----------------|
| A. Violin | C. Cello |
| B. Viola | D. String Bass |

MUE 2450 WOODWIND TECHNIQUES* 1 cr.

Basic class instruction in woodwind instruments. (It is recommended that music education majors have instruction in one of the following:) (2 hr. Lab)

| | |
|-------------|--------------|
| A. Clarinet | C. Saxophone |
| B. Flute | |

MUE 2460 BRASS TECHNIQUES* 1 cr.

Basic class instruction in brass instruments. (It is recommended that music education majors have instruction in one of the following:) (2 hr. Lab)

| | |
|----------------|-------------|
| A. Trumpet | C. Trombone |
| B. French Horn | D. Tuba |

MUE 2470 PERCUSSION TECHNIQUES* 1 cr.

It is recommended that music education majors have instruction in the basic percussion instruments. (2 hr. Lab)

MUH 2018 HISTORY AND APPRECIATION OF JAZZ 3 crs.

Jazz is studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered and principles in how to listen to jazz. (3 hr. Lecture)

MUH 2111 INTRODUCTION TO MUSIC HISTORY I** 3 crs.

(Antiquity through the eighteenth century) For music majors as a beginning course in music history. Includes study of music literature (composers, forms, styles) of Western civilization in chronological sequence. Written work: 2,000 words. Requires a C or better

for transfer for AA degree credit. (3 hr. Lecture)

MUH 2112 INTRODUCTION TO MUSIC HISTORY II** 3 crs.

(Nineteenth and Twentieth Centuries) Begins with the music of Beethoven and extends to include contemporary music literature and its composers. Emphasis on American music. Written work: 2,000 words. Requires a C or better for transfer for A.A. degree credit. (3 hr. Lecture)

MUL 1010 MUSIC APPRECIATION** 3 crs.

Survey of historical periods of music development including styles, forms and composers and their works. Provides a basis for intelligent listening and to develop a thorough understanding of music. The course offers credit in general education for nonmusic majors. Requires a C or better for transfer for AA degree credit. Written work: 2,000 words. (3 hr. Lecture)

MUL 1955 APPRECIATION OF MUSIC (FOREIGN STUDY) 3 crs.

Survey of historical periods of cultural development including music styles, forms, composers and their works. Provides a basis of intelligent listening and to develop a thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Examinations and written reports are required based on observations and listening experiences witnessed abroad. May be substituted for MUL 1010. A special fee is charged. (3 hr. Lecture)

MUM 2031 POP VOCAL STYLE 1 cr.

(Prerequisite: MUT 1111 or equivalent) Study of vocal styles of jazz and popular music including analyses of the singing of outstanding vocal stylists and methods; technical development in this idiom. (2 hr. Lab)

MUN 1001R ELECTRONIC MUSIC ENSEMBLE*** 1 cr.

(Prerequisites: 1) MUT 1112 [Theory 2] or equivalent; 2) MUC 2301 [Electronic Music or equivalent]; 3) Permission from instructor; 4) Owning a synthesizer is recommended; 5) MUT 1351 [Arranging 1] is recommended, co-requisites: 1) MVK 2121A [Class Piano II] or equivalent; 2) MVK 1311 [Applied Piano--Freshman] or equivalent) a multi-keyboard ensemble utilizing electronic and acoustic instruments.

* A special fee of \$40.00 is required.

** This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

*** The letter "R" will be added to the common course number for each (MUN) music ensemble to indicate that credit may be earned one, two, three or four times in each course. A maximum of four semester hours credit in MUN courses may be applied toward the A.A. degree. Credit received for participation may be in addition to normal academic load.

Various styles of popular music and original compositions are explored. (2 hr. Lab)

MUN 1120R CONCERT BAND * 1 cr.**

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. (2 hr. Lab)

MUN 1210R CONCERT ORCHESTRA * 1 cr.**

Provides opportunity for experience in playing orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. (3 hr. Lab)

MUN 1310R CONCERT CHORUS * 1 cr.**

Membership is open to all students. Students participate in the study and performance of choral music. May enroll for credit or audit. (3 hr. Lab)

MUN 1420R WOODWIND ENSEMBLE * 1 cr.**

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the classical period through the twentieth century will be studied and performed. Course may be repeated for credit. (2 hr. Lab)

MUN 1430R BRASS ENSEMBLE * 1 cr.**

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the twentieth century will be studied and performed. May be repeated for credit. (2 hr. Lab)

MUN 1440R PERCUSSION ENSEMBLE * 1 cr.**

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the percussion ensemble. Music from the Renaissance through the twentieth century will be studied and performed. May be repeated for credit. (2 hr. Lab)

MUN 1410R STRING ENSEMBLE * 1 cr.**

(Prerequisite: audition or permission) Study and performance of literature for string ensembles. (2 hr. Lab)

MUN 1492R GUITAR ENSEMBLE * 1 cr.

(Prerequisite: MVS 1116 and MVS 1117 or equivalent) Opportunity to play in guitar ensembles from duets to octets. Music taken from classical and jazz literature. Members are selected by audition. (2 hr. Lab)

MUN 1710R JAZZ ENSEMBLE * 1 cr.

Provides opportunities to become acquainted with the techniques and styles of

contemporary popular music and jazz. Members are selected by audition. (2 hr. Lab)

MUN 1720R PACESETTERS * 1 cr.

Provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition and are required to register for MUN 1310. (2 hr. Lab)

MUN 2100R CHAMBER SINGERS * 1 cr.

(Prerequisite: membership by audition or instructor's permission) Study and performance of sacred and secular chamber music of the sixteenth and seventeenth centuries and of contemporary works suitable for a small group of singers. (2 hr. Lab)

MUN 2510R PIANO VOCAL/INSTRUMENTAL ACCOMPANYING * 1 cr.

(Prerequisite: MVK 1311 (two semesters) or approval of piano faculty; co-requisite: MVK 2321) Accompanying vocal and instrumental students in rehearsal and performance. (2 hr. Lab)

MUS 0010 RECITAL SEMINAR 0 cr.

Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation are a requirement of students enrolled in applied music courses. (1 hr. Lecture)

MUT 1001 FUNDAMENTALS OF MUSIC 3 crs.

Basic foundations of music including notation scales, key signatures, triads, major and minor keys, intervals, rhythm, keyboard orientation. Preparatory course to MUT 1111. (3 hr. Lecture)

MUT 1111 MUSIC THEORY I 3 crs.

(Co-requisite: MUT 1241) Begins with a short review of the basic foundations of music offered in MUT 1001. It consists of harmonic practices in four-part writing, including primary chords in first and second inversion and cadences. University parallel course for students majoring in music. (3 hr. Lecture)

MUT 1112 MUSIC THEORY II 3 crs.

(Prerequisite: MUT 1111 or equivalent. Co-requisite: MUT 1242) Continuation of MUT 1111, Music Theory I and includes secondary chords, harmonizations of melodies, uses and practices of figured bass, proper usage of non-chord tones and diatonic seventh chords. (3 hr. Lecture)

MUT 1241 EAR TRAINING & SIGHT SINGING I 1 cr.

(Co-requisite: MUT 1111 or equivalent) Includes aural dictation and provides a prac-

tical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on diatonic materials. (2 hr. Lab)

MUT 1242 EAR TRAINING AND SIGHT SINGING II 1 cr.

(Prerequisite: MUT 1241. Co-requisite: MUT 1112) Continuation of MUT 1241. (2 hr. Lab)

MUT 1351 JAZZ ARRANGING I 3 crs.

(Prerequisite: MUT 1112 or permission of instructor) Study of arranging music in popular and jazz styles. Topics include chord symbols, notation, voicing, rhythm section, transposition and style. Arrangements for various small instrumental combinations will be evaluated in class. (3 hr. Lecture)

MUT 1352 JAZZ ARRANGING II 3 crs.

(Prerequisite: MUT 1351 or equivalent) Continuation of MUT 1351. (3 hr. Lecture)

MUT 2116 MUSIC THEORY III 3 crs.

(Prerequisite: MUT 1112 or equivalent. Co-requisite: MUT 2246) Continuation of MUT 1112 Music Theory II. Introduces chromatic vocabulary of Common Practice Period with use of Secondary Dominant Chords, Secondary Diminished Seventh Chords and Augmented Sixth Chords. (3 hr. Lecture)

MUT 2117 MUSIC THEORY IV 3 crs.

(Prerequisite: MUT 2116 or equivalent; co-requisite: MUT 2247) Continuation of MUT 2116 Music Theory III. Continues chromatic vocabulary of Common Practice Period with Modal Change, Neapolitan Chord, Modulation and Post-Common Practice Harmony. (3 hr. Lecture)

MUT 2246 EAR TRAINING & SIGHT SINGING III 1 cr.

(Prerequisite: MUT 1242; co-requisite: MUT 2116) Includes aural dictation and a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on chromatic materials. (2 hr. Lab)

MUT 2247 EAR TRAINING & SIGHT SINGING IV 1 cr.

(Prerequisite: MUT 2246; co-requisite: MUT 2117) Continuation of MUT 2246. (2 hr. Lab)

MUT 2641 INSTRUMENTAL IMPROVISATION 1 cr.

(Prerequisite: MUT 1001 or permission of instructor) Laboratory session involving application of scales, chords and melody to musical phrasing and expression in jazz. (2 hr. Lab)

MVK 1111A CLASS INSTRUCTION - PIANO I 1 cr.

Class lessons for beginning piano students. Instruction includes elementary tech-

nical exercises for developing keyboard facility and music reading. (2 hr. Lab)

MVK 1111B CLASS INSTRUCTION - PIANO II 1 cr.

(Prerequisite: MVK 1111A or equivalent)
Continuation of MVK 1111 with attention to intermediate level keyboard literature and developing skills such as reading, technique, harmonization and transposition. (2 hr. Lab)

MVK 2121A CLASS INSTRUCTION - PIANO III 1 cr.

(Prerequisite: MVK 1111B or equivalent)
This course is a continuation of MVK 1111B, where keyboard skills are further developed. Attention is given to sight reading, technique, harmonizing, improving and transposing of the intermediate and advanced levels. (2 hr. Lab)

MVK 2121B CLASS INSTRUCTION - PIANO IV 1 cr.

(Prerequisite: MVK 2121A or equivalent)
This course is a continuation of MVK 2121A with special consideration given to preparing the student for the Upper Division Piano Proficiency Examination. (2 hr. Lab)

MVS 1116A CLASS INSTRUCTION - GUITAR I 1 cr.

Class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. (2 hr. Lab)

MVS 1116B CLASS INSTRUCTION - GUITAR II 1 cr.

Designed for the student who has an elementary playing facility on the guitar. Instruction is given in playing of chords, scales, arpeggios, solos, sight reading and ensemble playing. Students must furnish their own instruments. (2 hr. Lab)

MVV 1111A CLASS INSTRUCTION - VOICE I 1 cr.

Tone production, diction, music reading and repertory. (2 hr. Lab)

MVV 1111B CLASS INSTRUCTION - VOICE II 1 cr.

(Prerequisite: MVV 1111 or equivalent)
Continuation of MVV 1111. (2 hr. Lab)

MUSIC-APPLIED-PRIVATE INSTRUCTION

Applied private lessons are for one hour in the fall and winter terms and numbered in the 1300 series. Private lessons are for one-half hour in the spring and summer terms and numbered in the 1200 series. The letter "R" will be added to the common course number for each applied music course indicating that the course is repeatable for credit, such as:

Brasses

| | |
|---------|---------------|
| MVB1311 | Trumpet |
| MVB1312 | Horn |
| MVB1313 | Trombone |
| MVB1314 | Baritone Horn |
| MVB1315 | Tuba |

Keyboard

| | |
|---------|------------|
| MVK1311 | Piano |
| MVK1313 | Organ |
| MVK1314 | Jazz Piano |

Percussion

| | |
|---------|------------|
| MVP1311 | Percussion |
|---------|------------|

Strings

| | |
|---------|------------------|
| MVS1311 | Violin |
| MVS1312 | Viola |
| MVS1313 | Cello |
| MVS1314 | String Bass |
| MVS1315 | Harp |
| MVS1316 | Classical Guitar |
| MVS1317 | Bass Guitar |
| MVS1318 | Jazz Guitar |

Voice

| | |
|---------|-------|
| MVV1311 | Voice |
|---------|-------|

Woodwinds

| | |
|---------|-----------|
| MVW1311 | Flute |
| MVW1312 | Oboe |
| MVW1313 | Clarinet |
| MVW1314 | Bassoon |
| MVW1315 | Saxophone |

Sophomore Level

Brasses

| | |
|---------|---------------|
| MVB2321 | Trumpet |
| MVB2322 | Horn |
| MVB2323 | Trombone |
| MVB2324 | Baritone Horn |
| MVB2325 | Tuba |

Keyboard

| | |
|---------|------------|
| MVK2321 | Piano |
| MVK2323 | Organ |
| MVK2324 | Jazz Piano |

Percussion

| | |
|---------|------------|
| MVP2321 | Percussion |
|---------|------------|

Strings

| | |
|---------|------------------|
| MVS2321 | Violin |
| MVS2322 | Viola |
| MVS2323 | Cello |
| MVS2324 | String Bass |
| MVS2325 | Harp |
| MVS2326 | Classical Guitar |
| MVS2327 | Bass Guitar |
| MVS2328 | Jazz Guitar |

Voice

| | |
|---------|-------|
| MVV2321 | Voice |
|---------|-------|

Woodwinds

| | |
|---------|-------|
| MVW2321 | Flute |
|---------|-------|

MVW2322 Oboe

MVW2323 Clarinet

MVW2324 Bassoon

MVW2325 Saxophone

NUR 1023C NURSING CONCEPTS 7 crs.

(Prerequisites: CHM 1015, MGF 1109, BSC 1085, BSC 1085L, BASIC MEDICAL CPR; co-requisites: MCB 1000, MCB 1000L, BSC 1086, BSC 1086L) Orientation to nursing including basic nursing concepts and procedures. Therapeutic communication techniques are introduced to form a basis for better understanding of the patient as a person and as a background for further study. Nursing process is introduced with emphasis on patient assessment and development of patient care plans. Clinical components include an on-campus lab and a hospital experience where basic skills and concepts are applied. (3 hr. Lecture, 12 hr. Lab)

NUR 1210C ADULT HEALTH

NURSING I 6 crs.

(Prerequisite: NUR 1023C; co-requisites: HSC 1004 or equivalent; NUR 1211C) This course focuses on the common recurring health conditions of adults. Students will explore the use of the nursing process in relation to cardiovascular, respiratory, hematologic, reproductive, diabetic, eye and ear disorders. The clinical component allows the student to apply the nursing process with emphasis on homeostasis for patients experiencing these alteration in wellness. Clinical experiences are provided in acute care facilities and includes observation in the operating room and post-anesthesia care units. (4 hr. Lecture, 6 hr. Lab)

NUR 1211C ADULT HEALTH

NURSING II 6 crs.

(Prerequisite: NUR 1023C Nursing Concepts; co-requisites: HSC 1004 or equivalent; NUR 1210C) Adult Health Nursing II concentrates on managed care for patients with recurring, common health conditions involving oncologic, orthopedic, neurological and gastrointestinal disorders. A key focus is on gerontological optimum health encompassing maintenance of homeostasis, growth and developmental issues and personal, interpersonal and social system transactions. Clinical opportunities to apply the nursing process in assisting patients attain their goal of optimum health are provided in acute care hospitals, home health agencies and extended care facilities. (4 hr. Lecture, 6 hr. Lab)

NUR 2000 INTRODUCTION TO PROFESSIONAL NURSING 1 cr.

(Prerequisite: LPN; co-requisite: NUR 1210C & NUR 1211C) This course is designed as a transitional course for the LPN who is becoming a professional nurse, and

encompasses the areas of role definition and providing/managing care of individuals utilizing goal attainment to reach an optimum state of health. (1 hr. Lecture)

NUR 2041 NURSING AMONG THE GUATEMALAN CULTURE 1 cr.

This course will introduce the student to the primary health care delivery in the developing country of Guatemala. It will provide opportunities to gain an understanding of the social, political and economic issues while gaining an increased cultural awareness and sensitivity. (1 hr. Lecture)

NUR 2041L CLINICAL OUTREACH IN GUATEMALA 2 crs.

(Prerequisite: Must have completed the first course in a Professional Allied Health course sequence or be a licensed Allied Health Professional; co-requisite: Completion of "Nursing Among the Guatemalan Culture," (1 credit Special Topics course). Through participation in rural primary health care, the individual will be introduced to the social, economic, political and health care issues of Guatemala. Included will be issues of cultural diversity, utilization of the "keys to primary health," identification and monitoring of common tropical and recurring health problems as seen in a tent clinic in Salama Guatemala. (2 hr. Lab)

NUR 2130 HUMAN GROWTH AND DEVELOPMENT 3 crs.

Introduction to the principles of normal growth and development. Health care implications are integrated with course content. Biological, psychosocial and societal biopsychosocial forces are studied relating to effects on a range of normal human behaviors. (3 hr. Lecture)

NUR 2140 PHARMACOLOGY/ PHARMACOTHERAPEUTICS AFFECTING THE CARDIOVASCULAR AND THE RESPIRATORY SYSTEMS 1 cr.

This course is designed to provide the student with the concepts of pharmacology and pharmacotherapeutics in relation to classification, and physiological effects of the cardiovascular and respiratory systems, including nursing implications and client/patient education. (1 hr. Lecture)

NUR 2141 PHARMACOLOGY/ PHARMACOTHERAPEUTICS AFFECTING THE NEUROLOGICAL AND ENDOCRINE SYSTEMS 1 cr.

This course is designed to provide the student with the concepts of pharmacology and pharmacotherapeutics in relation to classification, physiological effects of the neurological and endocrine systems, including nursing implications and client/patient education. (1 hr. Lecture)

NUR 2142 PHARMACOLOGY/ PHARMACOTHERAPEUTICS AFFECTING THE RENAL, GASTROINTESTINAL AND IMMUNE SYSTEMS; ANTIBIOTICS/ ANTI-INFECTIVES 1 cr.

This course is designed to provide the student with the concepts of pharmacology and pharmacotherapeutics in relation to classification and physiological effects of the renal, gastrointestinal, and immune systems, including antibiotics/anti-infectives. Nursing implications and client/patient education will be included. (1 hr. Lecture)

NUR 2214C ADULT HEALTH NURSING III 6 crs.

(Prerequisites: NUR 1210C, NUR 1211C and HSC 1004; co-requisites: NUR 2520C) Building on the prerequisite science and nursing courses, this course is concerned with the nursing care of the patient whose homeostasis has been affected by multisystems dysfunction. The clinical experience is planned to facilitate improvement of technical competency, leadership and effective communication skills. The students will build their knowledge base through the nursing process, and assist the patient with multisystems involvement to achieve optimum health. (4 hr. Lecture, 6 hr. Lab)

NUR 2281C THE GERIATRIC CLIENT IN THE COMMUNITY 3 crs.

This course focuses on the developmental and physiological changes which occur with aging. Incorporated will be legal, ethical, cultural, economic and social issues. Clinical experiences are arranged in the community, long term/ extended care facilities which emphasize assessment and case management skills. (1 hr. Lecture, 6 hr. Lab)

NUR 2291 ONCOLOGY NURSING 3 crs.

(Prerequisite: Participants should currently be caring for patients with cancer and be interested in a comprehensive cancer learning experience.) This course is based on the Oncology Nursing Society's Standards of Care. It will cover disease entities and treatment modalities as they relate to cancer nursing practice. Participants should currently be caring for patients with cancer and be interested in a comprehensive cancer learning experience. (3 hr. Lecture)

NUR 2292 CRITICAL CARE NURSING 6 crs.

(Prerequisite: Basic EKG course) Designed for practicing registered nurses interested in developing new skills in the management of critically ill patients. The approach is unique and stresses nursing process and nursing management along with pathophysiology. (6 hr. Lecture)

NUR 2293C PERIOPERATIVE NURSING 6 crs.

(Prerequisites: 1) RN licensed in Florida; 2) minimum of 6 months medical/surgical nursing; 3) employed by operating room facility or has agreement with operating room to act as preceptor; 4) current CPR certification; 5) student liability and accident insurance.) Prepares registered nurses for beginning level employment as staff nurses in the operating room. (4 hr. Lecture, 6 hr. Lab)

NUR 2294C CORONARY CARE NURSING 6 crs.

(Prerequisites: An LPN, paramedic or RN and have successfully completed a 20- (or more) hour Basic EKG course and have a functional knowledge of rhythm interpretation) Involves pathophysiology, electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. (4 hr. Lecture, 6 hr. Lab)

NUR 2310C CHILD HEALTH NURSING 6 crs.

(Prerequisites: NUR 2214C and NUR 2520C; co-requisite: NUR 2421C) This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. (4 hr. Lecture, 6 hr. Lab)

NUR 2421C MATERNAL/NEONATAL HEALTH NURSING 6 crs.

(Prerequisite: NUR 2214C and NUR 2520C; co-requisite: NUR 2310C) This course presents the role of the nurse as a member of the profession during the childbearing cycle. Emphasis is placed on family-center approaches to antepartum, intrapartum, postpartum and neonatal homeostasis. Clinical experiences are planned to enable the learner to improve technical skill, to facilitate communication skills and to identify the leadership role of the nurse in the maternal-neonatal setting. Utilization of the nursing process in the role of provider of care to assist the family in the childbearing cycle to achieve and maintain optimum health is emphasized. (2 hr. Lecture, 6 hr. Lab)

NUR 2520C MENTAL HEALTH NURSING 6 crs.

(Prerequisites: NUR 1210C, NUR 1211C and HSC 1004; co-requisite: NUR 2214C) This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric/mental health nursing.

ing. It will enable the student to carry out the nursing process in the psychiatric or community mental health setting. Included is a thorough study of the various types of behaviors of emotionally ill people, the therapeutic approaches and attitudes used by the nurse; current treatment modalities with emphasis on the use of nursing process within a multidisciplinary team; legal considerations; and community resources available for the prevention, identification, treatment, and rehabilitation of the emotionally ill patient/client/consumer. An additional goal is the development of increased student self-awareness, personal growth and ethical responsibility. Clinical experiences provide opportunities for application of the nursing process in a hospital and/or mental health center. (4 hr. Lecture, 6 hr. Lab)

NUR 2790 REGISTERED NURSE FIRST ASSISTANT (RNFA) 3 crs.

(Prerequisites: 1) RN with a minimum of two years recent perioperative experience in the roles of scrub, circulator or first assisting; 2) CNOR certification; 3) Must be licensed to practice as a Registered Nurse in the state in which his/her clinical internship will be accomplished; 4) CPR or BLS certified, ACLS preferred; and 5) Must submit two letters of recommendation that validate one's proficiency in the roles of scrubbing, circulating or first assisting; one's ability to perform effectively in stressful and emergent situations; one's ability to perform effectively and harmoniously as a team member; and one's ability to perform effectively as a leader) This course will expand on the basic knowledge of the perioperative nurse. It will emphasize functions and knowledge necessary for the RN First Assistant to acquire so that he/she may be able to assist the surgeon in performing a safe operation with optimal patient outcomes. Pre-operative, intraoperative, and post-operative responsibilities of the RNFA will be explained upon using the nursing process. The unique behaviors relating to the RNFA which include tissue handling, providing exposure using instruments, suturing and providing hemostasis, will be discussed in detail. Manual dexterity and performance of these behaviors will be demonstrated as the background for the clinical component. (3 hr. Lecture)

NUR 2790L REGISTERED NURSE FIRST ASSISTANT (RNFA) CLINICAL 3 crs.

(Prerequisites: 1) Current copy of malpractice insurance policy specific for the RNFA; 2) Current copy of health insurance policy; 3) Current copy of CPR card; 4) Completed Heptavax form or waiver; and 5) Successful completion of didactic portion of RNFA course; co-requisite: RNFA - "C" or

better) This course allows for the clinical preparation of the perioperative nurse expanding her/his knowledge and skills into the RNFA role. The student will be directly supervised during this internship by a college approved surgeon mentor of the student's choice. The student will also be assigned to a member of the faculty who will follow the student's progress through documentation of the student's clinical activities. In coordination with the RNFA faculty, the student determines her/his own learning goals/objectives and incorporates them into the clinical internship along with methods to evaluate the progress toward reaching these goals. The student will be considered an RN First Assistant Intern (RNFA) until the minimum of 144 clinical hours have been met. (3 hr. Lab)

NUR 2941L COMMUNITY/HOME HEALTH CLINICAL PRECEPTORSHIP 3 crs.

This course is designed to assist the post-graduate associate degree nursing student in identifying the role of a practicing registered nurse in community/home health. (6 hr. Lab)

NUR 2943L CLINICAL PRECEPTORSHIP IN MEDICAL SURGICAL NURSING 4 crs.

This course is designed to assist the post-graduate associate degree nursing student in making the transition to the role of a practicing registered nurse. (8 hr. Lab)

OCA 0301 WORD PROCESSING (WORDPERFECT 5.1) 1 cr.

Covers major features of WordPerfect 5.1 software for beginners, focusing on functions most needed in a medical office such as composing letters, writing narrative reports, invoices and maintaining mailing lists. (1 hr. Lecture)

OCE 1001 INTRODUCTION TO OCEANOGRAPHY 3 crs.

Fundamentals of chemical, biological, physical and geological characteristics of ocean systems. Emphasis on Florida and its unique relationship with its marine environment. (3 hr. Lecture)

OFT 0111 BASIC OFFICE SKILLS 2 voc. crs.

(Prerequisite: High school diploma or GED, typing ability; 20 cwp (screening at first class)) Basic letter styles, formats and other keyboarding techniques for the automated office and to increase typing speeds. (50 contact hours)

OFT 0112 BASIC EMPLOYABILITY SKILLS 0.5 voc. crs.

Workshop for individuals entering or re-entering the job market including basics of interviewing, resumé writing and job search techniques. (16 contact hours)

OFT 0313 WORDPERFECT 5.1 2.2 voc. crs.

(Prerequisite: High school diploma or GED. Typing ability: 20 cwp (screening at first class)) Teaches WordPerfect 5.1 to beginners covering major features of the software. (75 contact hours)

OFT 0520 BASIC MEDICAL TERMINOLOGY 1 voc. cr.

Included are Anatomy and Physiology, pronunciation and definitions, word elements and examples, prefixes, suffixes and word roots, body systems, basic nursing vocabulary, abbreviations and radiology terms. (30 contact hours)

OFT 0527 OFFICE EQUIPMENT AND PROCEDURES 1 voc. cr.

Types of filing systems for medical offices and their maintenance. How to operate and maintain equipment. (24 contact hours)

OFT 0535 MEDICAL OFFICE PROCEDURES/OFFICE EQUIPMENT 1 voc. cr.

This course is an integrated lecture and lab (15 hours of each). Implement what you learned in Introduction to the Medical Office, as well as basics of bookkeeping, accounts payable and receivable for a doctor's office. Learn how to operate and properly maintain the various types of equipment used, such as a multi-line phone system, fax machine, answering machine, copier, typewriter, adding machine, calculator, dictating equipment and filing systems. An overview of computer software will be included. (30 contact hours)

OFT 0612 DATA ENTRY FOR SPREADSHEETS 2 voc. crs.

(Prerequisite: High school diploma or GED, recommended typing ability 20 cwp (TABE - 9th Grade Level)) This course teaches basic Electronic Spreadsheet (Beginning) and other bookkeeping software. (50 contact hours)

OFT 0615 OFFICE PUBLISHING SYSTEMS 1 voc. cr.

Basics of creating professional documents including fliers, press releases, business presentations, letters and memos. (35 contact hours)

ORH 1815 INTRODUCTION TO HORTICULTURE 3 crs.

This course introduces the science and practices underlying occupations in ornamental horticulture. Horticultural biology, factors affecting plant growth and basic cultural practices are emphasized. A broad perspective of the horticultural industry is also provided. (3 hr. Lecture)

ORH 1842 LANDSCAPE CONSTRUCTION 3 crs.

Basic skills in landscape construction including blueprint reading, landscape layout, installation of plant materials, hardscape

construction, drainage systems and landscape lighting. (3 hr. Lecture)

ORH 2220 TURFGRASS CULTURE 3 crs.

This course is structured to give students a working knowledge of the cultural requirements of cool and warm season turfgrasses used in the United States, with emphasis on the warm season grasses used in Florida. Morphology, primary and secondary cultural practices, pest management and propagation will be covered. (3 hr. Lecture)

ORH 2232 ARBORICULTURE 3 crs.

Focuses on planting and care of trees, shrubs and vines emphasizing establishment, fertilization, irrigation and pruning. (3 hr. Lecture)

ORH 2251 NURSERY MANAGEMENT 3 crs.

Introduction to the nursery industry including business management, nursery organization, marketing, inventory control, cultural practices and pest management. (3 hr. Lecture)

ORH 2412 PLANT PHYSIOLOGY 3 crs.

Plant Physiology offers students a broad survey of physiological processes and responses of flowering plants to the environment. Water relations, mineral nutrition, photosynthesis, respiration and growth are emphasized. (3 hr. Lecture)

ORH 2510 PLANT IDENTIFICATION I 3 crs.

This course focuses on the identification, growth characteristics, culture and use of subtropical and tropical landscape plants. Materials include trees, shrubs, vines, groundcovers and foliage plants. (3 hr. Lecture)

ORH 2511 PLANT IDENTIFICATION II 3 crs.

This course focuses on the identification, growth characteristics, culture and use of landscape plants. Materials include trees, shrubs, vines and groundcovers. Temperate species found in central and northern Florida are emphasized. (3 hr. Lecture)

ORH 2830 INTRODUCTION TO LANDSCAPE DESIGN 3 crs.

This introductory course teaches the theory and practice of landscape design. Students will be given a basic understanding of the design process which includes a needs survey, site and project analysis, base plan and design preparation, budgeting and presentation. (3 hr. Lecture)

ORH 2835 COMPUTER-AIDED LANDSCAPE DESIGN 3 crs.

(Prerequisite: ORH 2830 or consent of instructor) In this course students with introductory design skills are taught the advanced techniques of computer-aided landscape de-

sign. Proficiency in generating finished designs, estimating and plotting is emphasized. (3 hr. Lecture)

ORH 2873 INTERIORESCAPE DESIGN AND MAINTENANCE 3 crs.

Overview of interiorscape design principles and maintenance. Course content includes foliage plant identification and selection, site analysis, design layout, installation, maintenance fertilization and contracting. (3 hr. Lecture)

ORH 2949C WORK EXPERIENCE/INTERNSHIP 3 crs.

(Prerequisite: Student must have completed at least 12 credit hours with a minimum of 2.0 grade point average) This program combines campus study with directly related work experience in the horticulture field. College credit is given for the learning which occurs as a result of working in the green industry. Students are required to work 15 hours per week in a horticulture position. Learning objectives are developed by the student, industry supervisor and faculty coordinator. Class meetings and personal conferences are held to discuss progress and resolve problems encountered in the work environment. (1 hr. Lecture, 15 hr. Lab)

ORI 2000 ORAL INTERPRETATION OF LITERATURE 3 crs.

Basic principles of oral interpretation as applied to interpretation of prose, drama and poetry. Teaches the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater and individual interpretation are studied. Recitals to which other students and guests may be invited are an important part of this course. (3 hr. Lecture)

OST 1100C BEGINNING KEYBOARDING 3 crs.

Covers keyboard, vertical and horizontal centering, memoranda, personal and business letters, envelopes, tabulation, outlines, reports and manuscripts with footnotes and endnotes. (1 hr. Lecture, 4 hr. Lab)

OST 1110C INTERMEDIATE KEYBOARDING 3 crs.

(Prerequisite: OST 1100C) Covers business letters with special features, interoffice memos, agendas, news releases, minutes, reports, letters of application, resumes, tabulation and financial statements. (1 hr. Lecture, 4 hr. Lab)

OST 1141 KEYBOARDING FOR MICROCOMPUTERS 1 cr.

Teaches "touch" level skills for alphanumeric keys with appropriate control. A mini-

mum of 21 words a minute is required. (2 hr. Lab)

OST 1211C SHORTHAND I 3 crs.

(Co- or prerequisite: OST 1100C or the successful completion of a previous typing course). Basic principles of Gregg Shorthand Theory and Practice are offered. A dictation skill of 50 to 70 words a minute is developed. (1 hr. Lecture, 4 hr. Lab)

OST 1272C SHORTHAND II 1 cr.

For those with basic stenographic training and who need to increase their speed to achieve personal, professional or occupational goals. (1 hr. Lecture)

OST 1332 BUSINESS PRESENTATIONS 3 crs.

(Prerequisite: ENC 1101, OST 2335 and word processing skills; or permission of the instructor.) This course is an introduction to principles and techniques necessary to make effective business presentations. Students receive hands-on experience using multimedia technology in developing and delivering presentations. Students develop poise and confidence by participating in a wide range of communication activities. Required work includes a writing component of at least 2,000 words. (3 hr. Lecture)

OST 1810 INTRODUCTION TO DESKTOP PUBLISHING 1 cr.

(Prerequisite: Beginning keyboarding and skill in using graphical user interface and word processing software.) This course is designed to give the students an introduction to the basics of producing typeset quality publications using a popular desktop publishing program. (1 hr. Lecture)

OST 1811 DESKTOP PUBLISHING 3 cr.

Use of computers to create typeset quality publications suitable for printing using a popular desktop publishing program. (3 hr. Lecture)

OST 1826 PRESENTATION GRAPHICS FOR BUSINESS 1 cr.

(Prerequisite: Skill in using graphical user interface and a word processing program) This course is designed to give the student an introduction to the basics of producing presentation software to develop computer generated slide presentations. (1 hr. Lecture)

OST 1831 MICROSOFT WINDOWS 1 cr.

Instruction in the use of Windows. Topics include: customizing the desktop, controlling applications, file management and operation of various accessory programs. (1 hr. Lecture)

OST 2331 BUSINESS CORRESPONDENCE 1 cr.

Correspondence for the business office with emphasis on format, routine letters and interoffice memoranda. (1 hr. Lecture)

OST 2335 BUSINESS COMMUNICATIONS

4 crs.

(Prerequisites: ENC 1101; Beginning Keyboarding) Study the correspondence of the business office with emphasis on composing and analyzing various kinds of business letters and business reports, intensive review of sentence structure, punctuation, capitalization and expression of numbers. (4 hr. Lecture)

OST 2339 BUSINESS ENGLISH REVIEW

1 cr.

Provides quick review of grammar and punctuation fundamentals pertinent to business writing. (1 hr. Lecture)

OST 2402 OFFICE PROCEDURES AND TECHNOLOGY

4 crs.

(Co- or prerequisites: OST 1110C and OST 2335) This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken in a student's final semester. (4 hr. Lecture)

OST 2501 WORD-PROCESSING MANAGEMENT

3 crs.

Preparation for work as word-processing supervisors. Emphasis on integration of subsystems as information is processed, reproduced, stored and distributed; selecting equipment and managing a word-processing environment. (3 hr. Lecture)

OST 2601C MACHINE TRANSCRIPTION I

3 crs.

(Prerequisite: OST 2711C) Develops proficiency in transcribing pre-dictated material into mailable copy. (2 hr. Lecture, 2 hr. Lab)

OST 2602C MACHINE TRANSCRIPTION II

3 crs.

(Prerequisite: OST 2601C and OST 1110C) Perfects transcription skills acquired in Machine Transcription I. Emphasis on transcription speed and accuracy. (2 hr. Lecture, 2 hr. Lab)

OST 2710 INTRODUCTION TO WORD PROCESSING

1 cr.

(Prerequisite: OST 1100, OST 1141, CGS 1060 or computer knowledge) This course is designed to give the students an introduction to the basic editing commands and an overview of the features of the word processing software. (1 hr. Lecture)

OST 2711C WORD PROCESSING I

3 crs.

(Prerequisite: Beginning keyboarding or ability to touch-type at 35 words a minute) Proficiency in retrieving and editing documents using page and line formats, printing text, applying print attributes, using features of block move, copying and deleting text, search and replace, headers and footers, tables and graphics. (2 hr. Lecture, 2 hr. Lab)

OST 2712C WORD PROCESSING II

3 crs.

(Prerequisite: OST 2711C or pass the Word Processing I Exemption Test) Develops skill merging documents at the screen and at the keyboard using input variables, defining and editing macros and styles, creating and editing newspaper and parallel columns, creating and generating an index, table of contents and table of authorities, sorting and selecting records and creating publications in topographic settings with desktop publishing features. (2 hr. Lecture, 2 hr. Lab)

OTA 0102 KEYBOARDING ON THE MICROCOMPUTER

1 voc. cr.

A short course designed to teach the basics of keyboarding. Accuracy and speed will be emphasized. (30 contact hours)

OTA 0602 ICD9-CM CODING

1.5 voc. cr.

Basic diagnosis coding is taught in this 45-hour course via combination of lecture and practice sessions. (45 contact hours)

OTA 0603 CPT CODING

1.5 voc. cr.

You will learn proper coding procedures for services rendered to ensure optimal reimbursement and minimize rejections and review regulations which can be applied to daily operations of office billing procedures. Actual billing cases used to provide opportunities for problem-solving and information sharing. (45 contact hours)

OTA 0607 INTRODUCTION TO THE MEDICAL OFFICE

1 voc. cr.

This course presents an overview of a front office position in a doctor's office. Patient service and philosophy will be discussed, as well as dealing with difficult people and situations. The importance of teamwork with co-workers in an office situation will be stressed. Also included will be appointment scheduling, telephone procedures, ethics and confidentiality, collecting medical and financial information and legal forms. (30 contact hours)

OTA 0608 MEDICAL OFFICE CASE STUDIES

0.5 voc. cr.

Case studies of situations and problems for medical offices. Issues of legality and ethics are included. (12 contact hours)

OTA 0616 ACCOUNTS PAYABLE

1 voc. cr.

Introduction to accounts payable systems in medical offices including invoices, check-writing and categorization of payments. (30 contact hours)

OTA 0617 RECORDING PAYMENTS/PATIENT FOLLOWUP

1 voc. cr.

Basics of bookkeeping for a doctor's office including day sheets, bank deposits, insurance EOB's, credit/collection procedures, payments/write-offs. (24 contact hours)

OTA 0618 OFFICE PAYROLL

1 voc. cr.

Introduction to forms and records needed

to pay employees in a medical office. (30 contact hours)

OTA 0619 THIRD PARTY INSURANCE BILLING

.5 voc. cr.

Be sure to take both ICD-9 and CPT Coding before taking this course. Learn how to determine WHO is billed for a patient's care as well as HOW to bill. Sample insurance and legal forms included. (18 contact hours)

OTH 0005 OVERVIEW OF THE ACTIVITY PROFESSION

3 voc. crs.

I - Overview of the Activity Profession: Examines the activity profession from historical background to present state and federal regulations. NAAP's Standards of Practice and Code of Ethics and NCCAP certification criteria are introduced. Explores existing ITC models. Develops an activity philosophy of operation to enhance quality of life.

II - Human Development: The Late Adult Years: In Section II participants of the Basic Education Course develop a holistic view exploring demographics and physical aspects of aging and needs and potential for growth. Normal aging and the impact of illness and dysfunction are examined. Reminiscing, life review, worship and the dying process are a part of the spiritual aspects of the aging or frail person. (48 contact hours)

OTH 0016 STANDARDS OF PRACTICE: PRACTITIONER BEHAVIOR

2 voc. crs.

Personal issues are explored including code of ethics, personal characteristics, personal health management and professionalism centering on communication skill building. (36 contact hours)

OTH 0108 METHODS OF SERVICE DELIVERY IN THE ACTIVITY PROFESSION

3 voc. crs.

In this section of the Basic Education Course, programs are generated based on resident interest, inability or need. Explores program scope, types and management. Steps in carrying out an activity, developing an activity calendar, use of equipment policies, procedures and on-going evaluation are covered. Therapies and resources are introduced in developing dynamic programs. (48 contact hours)

OTH 0165 ACTIVITY CARE PLANNING FOR QUALITY OF LIFE

3 voc. crs.

Introduces care planning that facilitates residents in achieving own measure of quality living. Examines NAAP professional standards as a guide to individualized care planning based on assessment, interdisciplinary sharing and creative activity planning to develop resident centered goals and activity approaches and necessity, legality and practicality of documentation. (48 contact hours)

OTH 1001 INTRODUCTION TO OCCUPATIONAL THERAPY 3 crs.

Introduces occupational therapy; the history, philosophy and underlying concepts including an introduction to basic medical terminology. Practice in reporting skills and familiarity with professional publications are emphasized. (3 hr. Lecture)

OTH 1014C KINESIOLOGY FOR OCCUPATIONAL THERAPY 2 cr.

(Prerequisite: BSC 1085, BSC 1085L, OTH 1001 and OTH 2410) Detailed analysis of human joint motion and applications for practice includes a review of human skeletal and muscular anatomy with an introduction to measuring joint range of motion and manual muscle testing. (1 hr. Lecture, 2 hr. Lab)

OTH 1121C THERAPEUTIC MEDIA (For OTA only) 2 crs.

(Prerequisite: OTH 1300C) Develops competence in areas of skilled performance of minor craft and verbal group activities, instruction of individuals and groups with emphasis on crafts, ordering of equipment and materials and design and maintenance of activity files. (1 hr. Lecture, 2 hr. Lab)

OTH 1300C PSYCHIATRIC OCCUPATIONAL THERAPY 3 crs.

(Prerequisites: OTH 1001, OTH 1800C, PSY 2012) Introduces occupational therapy as an evaluative and treatment process for mental illness. Includes a review of mental health, abnormal psychology, trends in service delivery. Group dynamics are emphasized. (2 hr. Lecture, 2 hr. Lab)

OTH 1520C PEDIATRIC OCCUPATIONAL THERAPY 3 crs.

(Prerequisites: DEP 2102, OTH 1001, OTH 1014C & OTH 1800C) Introduction to issues and concepts of OT in a pediatric setting emphasizing the role of a COTA in school settings. Includes developmental stages, developmental tasks, role of play, needs of exceptional children, sensory integration, role of OT in pediatrics and identifying OT goals of treatment. Experiences in pediatric facilities are coordinated with class work. (2 hr. Lecture, 2 hr. Lab)

OTH 1800C OCCUPATIONAL THERAPY PRACTICUM I 2 crs.

(Co-requisite: OTH 1001) Weekly field trips to occupational therapy departments and two months' experience as a volunteer in nursing home activity programs and preschool programs for mentally retarded children and observation assignments of acute-care treatment provided by registered occupational therapists. Weekly lectures on adult growth and development, gerontology and role of the COTA. (1 hr. Lecture, 3 hr. Lab)

OTH 1802 OCCUPATIONAL THERAPY PRACTICUM II 1 cr.

(Prerequisite: OTH 1300C; Co-requisite: OTH 1520C) A two-part course with students initially working as volunteers with two different diagnostic groups. During the work experience (arranged individually by the student and work supervisor), experience is gained in patient contact, professionalism and observation/reporting skills. The second part involves classroom reporting of experiences. (3 hr. Lab)

OTH 2100C OCCUPATIONAL THERAPY ACTIVITIES LAB 3 crs.

(Co-requisite: OTH 2420; Prerequisites: OTH 1001, OTH 1800C) Instruction in activities of daily living for the disabled, introduction to splinting and bracing emphasizing purpose, application and daily care, development and use of forms and records, a review of muscle testing, measuring range of motion, acquisition and use of equipment, care of supplies and analysis of rehabilitation activities. (1 hr. Lecture, 4 hr. Lab)

OTH 2410 INTRODUCTION TO HUMAN DISEASE 3 crs.

(Prerequisites: OTH 1001, OTH 1800C, BSC 1085, and BSC 1085L) Introduces etiology, diagnosis, detection, medical management and prognosis of traumatic, chronic and degenerative conditions in physical medicine and rehabilitation. (3 hr. Lecture)

OTH 2420 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED 3 crs.

(Prerequisites: OTH 1001, OTH 1800C, OTH 2410, OTH 1121, DEP 2102) Occupational therapy treatment for general medical, chronic degenerative and traumatic conditions in occupational therapy clinics. (3 hr. Lecture)

OTH 2710 SEMINAR FOR CLINICAL PRACTICE - OTA 1 cr.

(Co-requisite: OTH 2840, OTH 2841) Meets monthly in half-day seminars in conjunction with OTH 2840 and OTH 2841. The purpose of the seminar is to receive assignment information, give professional case-study reports (one per assignment) and complete preparation for National Certification Examination. Students arrange three field trips during non-assigned clinic time. (1 hr. Lecture)

OTH 2840 SUPERVISED CLINICAL PRACTICE I 5 crs.

(Prerequisites: All OTH courses plus HSC 1400) Full-time work for eight weeks for 30 hours/week in an OT treatment program with patients under supervision of a Registered Occupational Therapist. (15 hr. Lab)

OTH 2841 SUPERVISED CLINICAL PRACTICE II 5 crs.

(Prerequisite: OTH 2840 plus HSC 1400)

Full-time field work for eight weeks for 30 hours/week in an OT treatment program with a diagnostic group other than that chosen for OTH 2840. (15 hr. Lab)

PCB 2063 GENETICS 3 crs.

(Prerequisite: BSC 1010) Introduces effects of heredity unities with the environment on the development and function of organisms emphasizing human inheritance and modern biochemical genetics. (3 hr. Lecture)

PCB 2063L EXPERIMENTS IN GENETICS 1 cr.

(Co- or prerequisite: PCB 2063) Experimental determination of genetic ratios mainly by computer simulation. (2 hr. Lab)

PEL 1011 TEAM ACTIVITIES 1 cr.

A general review of team activities. Skills, strategy and application of rules of soccer, speedball and gatorball are included with flag football and softball reviewed when in season. (2 hr. Lab)

PEL 1211 SOFTBALL 1 cr.

Skills, strategy and application of rules for softball and officiating techniques. (2 hr. Lab)

PEL 1321 VOLLEYBALL 1 cr.

Introduces the skills and techniques of volleyball. (2 hr. Lab)

PEL 1346 BADMINTON 1 cr.

Introduces basic skills and fundamentals with practice in singles and doubles. (2 hr. Lab)

PEL 1441 RACQUETBALL 1 cr.

Introduces basic skills, technique, knowledge, strategy and application of rules in racquetball. (2 hr. Lab)

PEL 1621 BASKETBALL 1 cr.

Reviews basic skills of basketball and interpretation and application of rules and study of basic offenses and defenses and their usages. (2 hr. Lab)

PEL 2041 RECREATIONAL GAMES 1 cr.

Activities of a recreational nature emphasizing participation in table tennis, deck tennis, frisbee and other activities. (2 hr. Lab)

PEL 2111 BOWLING 1 cr.

Theory, application and practice of basic skills in bowling. (2 hr. Lab) (See Fee Schedule)

PEL 2121 GOLF 1 cr.

Instruction in fundamental skills and application of golf rules. (2 hr. Lab)

PEL 2122 INTERMEDIATE GOLF 1 cr.

(Prerequisite/co-requisite: PEL 2121 or permission of instructor) Analyze round on the course and use this information to improve game. (2 hr. Lab)

- PEL 2141 ARCHERY** 1 cr.
Basic skills, techniques and knowledge in archery. (2 hr. Lab)
- PEL 2341 BEGINNING TENNIS** 1 cr.
Basic skills, techniques, fundamentals, strategy and application of rules in tennis. (Students furnish own racquets) (2 hr. Lab)
- PEL 2342 INTERMEDIATE TENNIS** 1 cr.
(Prerequisite: PEL 2341 or consent of instructor) Advanced tennis skill development by analysis, strategies and progression of skills. (2 hr. Lab)
- PEM 1116 AEROBIC DANCE** 1 cr.
A basic course in rhythmic movement of large muscles designed to enhance muscle tone and flexibility. (2 hr. Lab)
- PEM 1146 JOGGING** 1 crs.
Guidelines to becoming a jogger with individuals starting on his/her own program. (2 hr. Lab)
- PEM 1152 PHYSICAL FITNESS II** 1 cr.
(Prerequisite: PEM 1104) Activities for development of balance, agility, coordination, speed, power and reaction time. (2 hr. Lab)
- PEM 1201 GYMNASTICS** 1 cr.
Develops elementary skills and safety procedures in tumbling, free exercise, balance beam, parallel bars and trampoline. (2 hr. Lab)
- PEM 1221C FUNDAMENTALS OF STUNTS, TUMBLING AND GYMNASTICS *** 3 crs.
Provides the prospective physical education teacher with knowledge and skills in acrobatic stunts, tumbling and gymnastics. (2 hr. Lecture, 2 hr. Lab)
- PEM 1376 BACKPACKING** 1 cr.
Skills and knowledge for backpacking. (1 hr. Lecture, 1 hr. Lab)
- PEM 2405 SELF-DEFENSE** 1 cr.
Develop self-confidence and abilities for self-defense includes crime prevention. (2 hr. Lab)
- PEN 1231 SAILING SUNFISH** 1 cr.
Introduction to sailing, sail boats, sailing skills and water safety. (2 hr. Lab)
- PEN 1232 SAILING II** 1 cr.
Hands-on experience in sailing Hobie Catamarans includes sailing terminology, sailing safety and develops sailing skills. (2 hr. Lab)
- PEN 1241 WINDSURFING** 1 cr.
Hands-on experience in board sailing/windsurfing includes sailing terminol-

ogy, sailing safety and develops board sailing skills. (2 hr. Lab)

PEN 2113 LIFESAVING 1 cr.
Develops skills and knowledge and a positive attitude toward water safety. Successful completion qualifies for the American Red Cross Lifeguard Training Certificate. (2 hr. Lab) (See Fee Schedule)

PEN 2122 SWIMMING AND DIVING 1 cr.
Introduces the elements of swimming, diving, and water safety skills beyond the beginner and advanced beginner level. (2 hr. Lab) (See Fee Schedule)

PEN 2136 SCUBA DIVING 1 cr.
Introduces knowledge and skills required for scuba diving. Certification is issued upon successful completion. (2 hr. Lab)

PEN 2137 ADVANCED SCUBA DIVING 1 cr.
(Prerequisites: PEN 2136, PADI Scuba Diver Certification or equivalent) Provides certified scuba divers with knowledge and skills required for advanced scuba diving. Advanced Scuba Diver certification is issued on successful completion. (2 hr. Lab)

PEN 2251 CANOEING 1 cr.
Knowledge and skills to safely navigate a canoe. (2 hr. Lab)

PEN 2521C FISHING: CASTING TECHNIQUES 1 cr.
Elements and principles of casting emphasizing knowledge of equipment (tackle, knots, baits, etc.) and development of techniques. (1 hr. Lecture, 2 hr. Lab)

PEO 1031C INDIVIDUAL SPORTS * 3 crs.
(Prerequisite: The student must be a declared major in physical education.) Includes bowling, archery and golf providing the physical education major with basic fundamental strategies and skill progressions. (2 hr. Lecture, 2 hr. Lab)

PEO 1321C VOLLEYBALL; FUNDAMENTALS AND OFFICIATING * 3 crs.
Provides the prospective physical education teacher with knowledge and skills in playing and officiating volleyball. (2 hr. Lecture, 2 hr. Lab)

PEO 1511C FUNDAMENTALS OF SOCCER * 2 crs.
Provides the prospective physical education teacher with basic skills, strategies and progressions in soccer. (1 hr. Lecture, 2 hr. Lab)

PEO 2004 THEORY AND PRACTICE OF COACHING A SPECIFIC SPORT 3 crs.
This course is designed to provide knowl-

edge of the rules, teaching progressions and strategies for competition. The course includes acceptable behavior and ethics for coaches. This course will be offered for the following specific sports: baseball/softball, basketball, football, golf, soccer, swimming, tennis, track and field/cross country, volleyball and wrestling. (3 hr. Lecture)

PEO 2005 COACHING THEORY 3 crs.
This course is designed to provide knowledge of the characteristics, principles, ethics, and theories related to coaching sports in educational and recreational settings. Emphasis is placed on preparing coaches to train athletes to achieve optimal levels of performance. (3 hr. Lecture)

PEO 2013 OFFICIATING TECHNIQUES FOR TEAM SPORTS * 2 crs.
Theory of officiating team sports (football, soccer, baseball/softball, and volleyball). (2 hr. Lecture)

PEO 2033 OFFICIATING TECHNIQUES FOR INDIVIDUAL SPORTS * 2 crs.
Theory of officiating individual sports (badminton, tennis, track and field and swimming). (2 hr. Lecture)

PEO 2351C FUNDAMENTALS OF RACQUET SPORTS * 3 crs.
Provides the prospective physical education teacher knowledge and skills in tennis, racquetball and badminton. (2 hr. Lecture, 2 hr. Lab)

PEO 2621C FUNDAMENTALS OF BASKETBALL * 2 crs.
Provides the prospective physical education teacher with knowledge and skills in basketball. (1 hr. Lecture, 2 hr. Lab)

PEO 2940 SPORT SPECIFIC OFFICIATING PRACTICUM * 1 cr.
(Prerequisites: PEO 2013, PEO 2033) A single sport is designated for developing expertise in officiating. Prerequisite is Officiating Techniques for Team Sports or Officiating Techniques for Individual Sports. This sport-specific course may be repeated for different sports. (2 hr. Lab)

PEP 2101 ESSENTIALS OF FITNESS 3 crs.
Provides the prospective physical education teacher a fundamental knowledge of physical fitness, fitness evaluation and program planning. Each student is required to be certified in CPR. (3 hr. Lecture)

PEQ 2115 WATER SAFETY INSTRUCTOR * 1 cr.
(Prerequisite: PEN 2113) Provides teaching knowledge of basic strokes of swimming,

* Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for non-P.E. majors.

life-saving theory and techniques of rescue, safe, basic small-craft skills and stresses safe practices in aquatic activity. Successful completion certifies American National Red Cross Water Safety Instructor. (2 hr. Lab)

PET 2000 INTRODUCTION TO PHYSICAL EDUCATION * 3 crs.

Provides the prospective physical education teacher an introduction to physical education including program training and professional opportunities. (3 hr. Lecture)

PET 2622 CARE AND PREVENTION OF ATHLETIC INJURIES 3 crs.

This course is designed to provide students with a basic knowledge of the care, prevention, and rehabilitation of injuries received during participation in physical education activities. Prior First Aid certification is strongly recommended. (3 hr. Lecture)

PGY 1101C INTRODUCTION TO PHOTOGRAPHY * 3 crs.

Introduction to black and white photography. The camera's construction and operation are explained. Emphasis on printing and darkroom procedures. (2 hr. Lecture, 2 hr. Lab)

PGY 1105 ZONE SYSTEM 2 crs.

(Prerequisite: PGY 1101C or equivalent) Film densities and relationships to exposures and developments are explored. The concept of visualization of photographs is discussed. (3 hr. Lecture)

PGY 1110C COLOR PRINTING I 3 crs.

(Prerequisite: ART 1201C; PGY 1101C or proof of capability in darkroom) Additive system of exposure and how to mix and use color chemistry and color theory are explored. (2 hr. Lecture, 2 hr. Lab)

PGY 1111C COLOR PRINTING II 3 crs.

(Prerequisite: PGY 1110C) Continuation of PGY 1110C using the additive system of exposure. Color balance with color measurement in lab assignments is covered. (2 hr. Lecture, 2 hr. Lab)

PGY 1265 PHOTO MATERIALS AND PROCESSES I 2 crs.

(Prerequisite: PGY 1101C) Introduction to sensitometry and densitometry and film sensitivity and measurement of density. (2 hr. Lecture)

PGY 1266 PHOTO MATERIALS AND PROCESSES II 2 crs.

(Prerequisite: PGY 1265) Introduces applications of photo chemistry and gaining control of the photo medium. (2 hr. Lecture)

PGY 2109 FINE PRINT 2 crs.

(Prerequisite: PGY 1101C and PGY 1105C) Comprehensive approach to making photographic print to obtain desired qualities. (3 hr. Lecture)

PGY 2116C DYE-TRANSFER PHOTOGRAPHY 3 crs.

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) Introduction to photographic color prints by transferring dyes from matrices to mordant-coated paper using darkroom techniques of color filtering, density control and color balance. (2 hr. Lecture, 2 hr. Lab)

PGY 221C TECHNIQUES OF COMMERCIAL PHOTOGRAPHY ** 3 crs.

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) Continuation of PGY 2440C emphasizing portrait, product and experimental photography and continuing a photography major's work. (2 hr. Lecture, 2 hr. Lab)

PGY 2440C EXPERIMENTAL PHOTOGRAPHY * 3 crs.

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) Explores visual elements and design. Emphasis on image and content including light-sensitive materials and technical aspects. (2 hr. Lecture, 2 hr. Lab)

PHI 1000 INTRODUCTION TO PHILOSOPHY 3 crs.

Explores the nature of philosophy, methods and major problems from pre-Socratic era to present. Ideas and their relationship to science, art, religion and sociopolitical development are examined. (3 hr. Lecture)

PHI 1100 INTRODUCTION TO LOGIC 3 crs.

Introduces essentials of logic and understanding of subjective factors influencing thinking; and developing reasoning skills and ability to apply effective thinking to problem solving and decision making. (3 hr. Lecture)

PHI 1600 ETHICS 3 crs.

A rigorous and systematic inquiry into man's moral behavior discovering rules that ought to govern human action and goals worth seeking in human life using ethics as a science of conduct. (3 hr. Lecture)

PHY 1001 APPLIED PHYSICS 3 crs.

(Prerequisite: MAC 1102; co-requisite: MAC 1114) A concentrated, one-semester, applied-physics course; includes essential physical principles for engineering, medical

and other technician personnel. An overview of basic physics concepts are presented with minimum emphasis on mathematics. Includes physical mechanics, electricity and magnetism, and optics. PHY 2048L is an optional, one-credit hour lab, which may be taken concurrently or after course completion. (3 hr. Lecture)

PHY 1007 PHYSICS FOR ALLIED HEALTH PROFESSIONS 3 crs.

(Prerequisite: MAC 1102 Algebra for College Students) One semester course in applied physics for allied health fields. Covers technical math calculations, units of measurements, mechanics, heat, fluid and gas laws, atomic structure and nuclear physics, electromagnetism, light, and sound. (3 hr. Lecture)

PHY 2048 GENERAL PHYSICS WITH CALCULUS I 4 crs.

(Co-requisite: MAC 2311 and PHY 2048L) First of a two-term sequence in general physics for students with above average mathematics background. Designed for students in engineering and science; topics: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, fluids at rest and in motion, gases, heat transfer, change of phase. (4 hr. Lecture)

PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I LABORATORY 1 cr.

Laboratory for PHY 2053 and PHY 2048. Introduces basics of measurement, analysis of experimental data and laboratory methods. (2 hr. Lab)

PHY 2049 GENERAL PHYSICS WITH CALCULUS II 4 crs.

(Prerequisite: PHY 2048; co-requisite: MAC 2312 and PHY 2049L) Second term of the general physics with calculus sequence. Topics included are electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. (4 hr. Lecture)

PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY 1 cr.

Laboratory for PHY 2054 and 2049. Illustrates phenomena from the lectures. (2 hr. Lab)

PHY 2053 GENERAL PHYSICS I 4 crs.

(Prerequisite: MAC 1102 and MAC 1114;

* Students in all photography courses will be required to furnish film, film developer, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)

** Students in all photography courses will be required to furnish film, film developer, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)

co-requisite: PHY 2048L) Designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. The first part of a two-term sequence must be taken before PHY 2054. Topics are vector quantities, Newton's Laws, mechanical equilibrium, translation and rotation motion, energy and work, heat and thermal concepts. (4 hr. Lecture)

PHY 2054 GENERAL PHYSICS II 4 crs.
(Prerequisites: PHY 2053 and PHY 2048L; co-requisite: PHY 2049L) Second term of the general physics sequence. Topics are electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. (4 hr. Lecture)

PLA 1003 INTRODUCTION TO LEGAL TECHNOLOGY 3 crs.
An overview of the training and purpose of legal assistants. Examines role of lawyers and legal assistants, ethical and professional practice standards for both lawyer and assistant, and surveys fields of law covered by the program. (3 hr. Lecture)

PLA 1104 LEGAL WRITING AND RESEARCH I 3 crs.
(Prerequisite: PLA 1003 and PLA 2223) Introduction in writing civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. Includes in-depth examination of the law library and legal research. (3 hr. Lecture)

PLA 1203 PREPARING NEGLIGENCE CASES 3 crs.
(Prerequisite: PLA 1004) Basic law relating to civil wrong applied to personal and property damage including intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities. (3 hr. Lecture)

PLA 1949C CO-OP; LEGAL ASSISTANT I 3 crs.
(Prerequisite: Completion of all courses outlined in Legal Assistant first-year curriculum) Coordinated work-study program reinforcing educational and professional growth parallel involvement in classroom studies and field experiences. The student and teacher-coordinator determine objective for on-the-job legal assistant assignments. The student is evaluated by the teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

PLA 2114 LEGAL WRITING AND RESEARCH II 3 crs.
(Prerequisite: PLA 1004) Advanced

course in civil and criminal legal writing and research. (3 hr. Lecture)

PLA 2223 COURT SYSTEM; PROCEDURES AND PLEADINGS I 3 crs.
(Co- or prerequisite: PLA 1003) Examines structure of both state and federal judicial system and jurisdiction, including basic judicial process and procedure including State and Federal Rules of Courts. (3 hr. Lecture)

PLA 2233 COURT SYSTEM; PROCEDURES AND PLEADINGS II 3 crs.
(Co- or Prerequisite: PLA 2223) Basics of civil and criminal causes of action through exercises in drafting and use of pleading forms. (3 hr. Lecture)

PLA 2483 ADMINISTRATIVE LAW 3 crs.
(Prerequisite: PLA 1004) A broad survey seeking to identify and describe areas of government, both state and federal regulations of businesses and government regulations and administrative procedures. (3 hr. Lecture)

PLA 2504 REAL ESTATE LAW AND PROPERTY TRANSACTIONS I 3 crs.
(Co- or prerequisite: PLA 1004) Survey of common types of real estate transactions and conveyances, such as deeds, contracts, leases, etc., and problems in drafting related documents. (3 hr. Lecture)

PLA 2513 REAL ESTATE LAW AND PROPERTY TRANSACTIONS II 3 crs.
(Prerequisite: PLA 1104 and PLA 2504) Advanced course in Real Estate Law and Property Transactions. Includes mortgage financing, RESPA, landlord/tenant and condo law. Students must have completed Real Estate Law and Property Transactions I. (3 hr. Lecture)

PLA 2603 ADMINISTRATION OF ESTATES 3 crs.
(Prerequisite: PLA 1004) Survey of estate planning and administration, including preparation of wills, trust and probate forms. (3 hr. Lecture)

PLA 2763 LAW OFFICE MANAGEMENT 3 crs.
(Prerequisite: PLA 1004) Fundamentals of management applied to law offices including office equipment, word-processing system, filing system, library management, accounting and billing procedures. (3 hr. Lecture)

PLA 2803 FAMILY LAW 3 crs.
(Prerequisite: PLA 1004) Study of divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements and property disposition. (3 hr. Lecture)

PLA 2949C CO-OP; LEGAL ASSISTANT II 3 crs.
(Prerequisite: PLA 1949) Continuation of PLA 1949. (1 hr. Lecture, 10 hr. Lab)

PLS 2220 PLANT PROPAGATION 3 crs.
Modern techniques of sexual and asexual propagation are surveyed and demonstrated including seed germination, grafting, cuttage and micropropagation. Biochemical processes involved with successful propagation techniques are studied. (3 hr. Lecture)

PMA 2213 PLANT PEST MANAGEMENT 3 crs.
Students are given a basic understanding of plant pests and their effective management. Important insect, fungal, bacterial, and viral plant problems will be surveyed. An extensive section on pesticide classification and proper use is included. (3 hr. Lecture)

POS 1001 INTRODUCTION TO POLITICAL SCIENCE 3 crs.
Introduction to American political institutions, their characteristics and major problems providing a detailed study of the Constitution of the United States. Written work: 2,000 words. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

POS 2041 AMERICAN NATIONAL GOVERNMENT 3 crs.
Introduction to institutions of government and highlights American political institutions at the state and local level including discussion of federal system, state government issues, taxation, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, environmental and other government regulations and public planning. Written work: 2,000 words. Requires a C or better for transfer for AA degree cr.. (3 hr. Lecture)

POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT 3 crs.
Introduces government operations at the state and local level including discussion of state government issues, taxation, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, environmental and other government regulations, operation of public utilities and public planning. Written work: 2,000 words. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

PSC 1101 EARTH SCIENCE 3 crs.
Introduction to astronomy, meteorology, geology, and oceanography includes physical structure, weather and human impact. Mathematics beyond arithmetic or scientific background is not required. (3 hr. Lecture)

PSC 1341 PHYSICAL SCIENCE FOR TODAY'S WORLD 3 crs.

Designed for the non-science major. No mathematics is required beyond ratios, proportions and arithmetic. Emphasis on concepts from study of motion, energy, electricity and magnetism, waves and light, atomic and nuclear and chemistry; and use these concepts to develop an understanding of everyday science. Typical topics might include: how a camera works, space travel, radiation and its uses in medicine, lasers, contact lenses, rainbows, sunsets, solar energy, satellite communications, household wiring, music and chemistry of the kitchen. (3 hr. Lecture)

PUR 2100 WRITING FOR PUBLIC RELATIONS 3 crs.

Comprehensive analysis of public relations writing and relationship to other forms of journalism. Designed to provide experience in specialized written communication. (3 hr. Lecture)

PSY 2012 GENERAL PSYCHOLOGY 3 crs.

Designed to provide a representative survey of psychology, this course scientifically explores various aspects of human behavior and adjustment. The major emphasis is on the study of important philosophical forces, the structure and function of personality, individual and group difference, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. (3 hr. Lecture)

REA 0008 COLLEGE PREPARATORY READING.* 0 crs.

(Co-requisite: is SLS 1501 for any student who tests into REA 0008 and any other prep course) Preparatory reading course for students whose placement-test scores indicate the need for instruction in critical comprehension skills or for any student who wishes to advance his/her reading abilities. Emphasis on application of critical reading and analytical reasoning skills through lecture and individualized components. Following diagnostic assessment, additional prescriptive lab work is required for those entering with deficiencies in basic literal-level reading skills. Graded Passing or Not Passing (P-N). Six contact hours per week. (3 hr. Lecture, 3 hr. Lab)

REA 1205 ACCELERATED READING 3 crs.

(Prerequisite: If reading prep is required, it must be completed satisfactorily before REA 1205 is attempted) Advanced reading course emphasizing increased reading speed and comprehension. Group discussion, ac-

tivities and laboratory practice. (3 hr. Lecture)

REA 1931 CLAST READING REVIEW 1 cr.

(Prerequisite: A score below state-mandated passing level on the reading subtest of CLAST) This course is designed for students who need an intensive review in college level reading skills before they retake the CLAST reading subtest. Although literal reading skills are taught, critical and analytical reading skills are stressed. The literal and critical skills included in the reading CLAST objectives will be emphasized. (1 hr. Lecture)

REE 1040 REAL ESTATE PRINCIPLES AND PRACTICES - FREC I 4 crs.

Principles, practices and theories of real property, economic value, legal implication and relationship to the salesperson and broker including Florida Real Estate License Law. Successful completion is required by Florida Real Estate Commission prior to filing application for state license examination. (4 hr. Lecture)

REE 1100 REAL ESTATE APPRAISAL I 3 crs.

(Prerequisite: REE 1040 or consent of instructor) Appraisal process is examined analytically to determine residential property value on a cost, market and income basis including neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. (3 hr. Lecture)

REE 1200 REAL ESTATE FINANCE 3 crs.

(Prerequisite: REE 1040 or consent of instructor) Financial analysis, development financing, land acquisition and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and permanent financing of single family housing, condominiums, shopping centers, office buildings and rental apartment building are covered. (3 hr. Lecture)

REE 2041 REAL ESTATE PRINCIPLES AND PRACTICES - FREC II 4 crs.

(Prerequisite: Active Florida Real Estate Salesman's License for six months) Comprehensive study required by the Florida Real Estate Commission to qualify for the Florida Real Estate Broker's License. Applications must be approved before admission. (4 hr. Lecture)

REE 2440 ABSTRACTS AND TITLES I 3 crs.

History of Florida titles, abstracts and researching, conveyances and encumbrances; title insurance; escrows and closings; land descriptions; and legal problems affecting land title. (3 hr. Lecture)

REL 1210 THE OLD TESTAMENT 3 crs.

Introduction to the Bible includes history, literature, geography and religion of Israel through Exile and Restoration. (3 hr. Lecture)

REL 1240 THE NEW TESTAMENT 3 crs.

Introduction to the New Testament including language, literature and geography. Discussion on ancient manuscripts, history of modern translations, period between Testaments, harmony of Gospels and history of early church in Acts and Epistles. (3 hr. Lecture)

REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD 3 crs.

Introduction to major religions of the world including Primitivism, Hinduism, Judaism, Shintoism, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam and Sikhism. (3 hr. Lecture)

RET 1272 FUNDAMENTALS OF RESPIRATORY CARE I 9 crs.

(Co-requisites: RET 1272L) Introduction to basic science, theories and technologies in respiratory care with emphasis on knowledge required to perform respiratory care, medical terminology, pharmacology, medical gas therapy, patient assessment, therapies and diagnostics. (9 hr. Lecture)

RET 1272L FUNDAMENTALS OF RESPIRATORY CARE I LABORATORY 3 crs.

(Co-requisite: RET 1272) Emphasis on competence and proficiency skills in applying therapeutic and diagnostic respiratory care. Laboratory experience in medical gas and aerosol delivery, pulmonary diagnostics, cardiopulmonary resuscitation and mechanical ventilation. (6 hr. Lab)

RET 1273 FUNDAMENTALS OF RESPIRATORY CARE II 6 crs.

(Prerequisites: RET 1272, RET 1272L & RET 1874L; co-requisite: RET 1272L & RET 1875L) Continues basic science, theories and technologies in respiratory care including blood gas analysis, airway management, mechanical ventilation, neonatal/pediatrics and cardiopulmonary diseases. (6 hr. Lecture)

RET 1273L FUNDAMENTALS OF RESPIRATORY CARE II LABORATORY 2 crs.

(Co-requisite: RET 1273) Emphasis on competence and proficiency skills applying therapeutic and diagnostic respiratory care. Laboratory experience in airway management, blood gas analysis, intensive care mechanical ventilation and monitoring and cardiopulmonary rehabilitation. (4 hr. Lab)

* Required for students with test scores indicating need for remedial work before embarking on college-level curriculum.

RET 1874L CLINICAL INTERNSHIP I 1 crs.

(Co-requisite: RET 1272, RET 1272L) Clinical practice of respiratory care in an eight-hour/week, hospital-based internship. Pulmonary function diagnostics, disinfection and sterilization techniques, equipment recognition and maintenance are included. (8 hr. Lab)

RET 1875L CLINICAL INTERNSHIP II 3 crs.

(Prerequisite: RET 1874L) Direct patient contact is emphasized within this 24-hour/week, hospital-based course. Includes medical gas and aerosol delivery, patient assessment and reporting, positive pressure breathing techniques and blood gas analysis. (24 hr. Lab)

RET 1876L CLINICAL INTERNSHIP III 4 crs.

(Prerequisite: RET 1875L) Emphasizes application of respiratory care theory and technology in intensive care including patient contact during a 32-hour/week, hospital-based internship. Intensive care therapeutics and diagnostics include mechanical ventilation techniques, cardiopulmonary resuscitation, neonatal/pediatric respiratory care and patient-care planning. (9 hr. Lab)

RET 2280C FUNDAMENTALS OF RESPIRATORY CARE THERAPY III 7 crs.

(Prerequisites: RET 1272, RET 1273, RET 1874L, RET 1875L, & RET 1876C; co-requisite: RET 2877L) Respiratory Care clinical lectures on advanced cardiopulmonary monitoring/diagnostic techniques. Exercise testing and neonatal/pediatrics are included emphasizing clinical decision-making. (6 hr. Lecture, 2 hr. Lab)

RET 2534C FUNDAMENTALS OF RESPIRATORY CARE THERAPY IV 7 crs.

(Prerequisites: RET 1272, RET 1273, RET 1874L, RET 1875L, RET 1876C, RET 2280C & RET 2877L; co-requisite: RET 2878L) Combined lecture and laboratory provides instructions specific to many sites where respiratory care is practiced including hospital, physician's office and home care/rehabilitation. Advanced cardiopulmonary pathophysiology is presented focusing on the respiratory care practitioner as a member of the interdisciplinary team. Advanced pulmonary function testing emphasizing preparation for registry examinations. (6 hr. Lecture, 2 hr. Lab)

RET 2877L CLINICAL INTERNSHIP IV 2 crs.

(Prerequisites: All 1000 level RET courses) Hospital-based internship provides experience and training for departmental management and advanced clinical training in critical care monitoring, exercise testing,

neonatal/pediatrics and research methods focusing on decision-making in patient-case management. (16 hr. Lab)

RET 2878L CLINICAL INTERNSHIP V 2 crs.

(Prerequisite: RET 2877L) Provides departmental management experience in hospitals, patient's home and in convalescent care. Practical training in geriatrics and cardiopulmonary rehabilitation is included. Reviews prepare students for national registry exam. (16 hr. Lab)

RTE 1000 INTRODUCTION TO RADIOGRAPHY 3 crs.

(Prerequisite: HSC 1000) An introduction to Radiography to include an introduction to the program, profession, didactic and clinical environments, radiation protection and radiographic technique. In-depth analyses of the fundamentals of physics, atomic structure, electromagnetic radiation, electricity and magnetism. (3 hr. Lecture)

RTE 1308: RADIOBIOLOGY 2 crs.

(Prerequisite: RTE 1457C) Analysis of the production of x-rays, ionizing radiation, x-ray interactions with matter, biologic effects, radiobiology, early and late effects of radiation, health physics, and protection for both the radiographer and the patient. (2 hr. Lecture)

RTE 1401C RADIOGRAPHIC IMAGING I 3 crs.

(Prerequisite: RTE 1000) In depth analyses of x-ray production, x-ray emission, x-ray interactions, principles of radiographic exposure, technique and the Inverse Square Law as they apply to density and contrast, the development of exposure methodologies and the use of technique charts. Interactions between x-rays and matter. Laboratory exercises involving equipment, the Inverse Square Law and the effects of technique changes on density and contrast. (2 hr. Lecture, 2 hr. Lab)

RTE 1457C: RADIOGRAPHIC IMAGING II 3 crs.

(Prerequisite: RTE 1401C) In depth analysis of image formation. Construction and function of film, intensifying screens, cassettes, beam restrictors, and grids. Film processing, processors, and darkroom chemistry. Image quality and the factors which affect it. The theory and practice of safe exposure values. Laboratory exercises involving continued development in the optimization of radiographic technique. (2 hr. Lecture, 2 hr. Lab)

RTE 1503C: RADIOGRAPHIC PROCEDURES I 4 crs.

(Prerequisite: BSC 1085 and HSC 1000; Co-requisite: RTE 1804) This course is de-

signed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremities and shoulders. An introduction to medical terminology, radiographic terminology and the fundamentals of patient care is made. (3 hr. Lecture, 2 hr. Lab)

RTE 1513C: RADIOGRAPHIC PROCEDURES II 3 crs.

(Prerequisite: RTE 1503C; Co-requisite: RTE 1814) This course is designed to provide the Radiography student with instruction in radiographic examinations of the lower extremities, gastrointestinal system and biliary system. Special emphasis of radiographic anatomy, surface landmarks, positioning technique, pathology and critique of films shall be made. This course includes discussion of patient care and medical terminology related to course topics. This course also includes the composition, use and effects of contrast media on the human body. (2 hr. Lecture, 2 hr. Lab)

RTE 1523C: RADIOGRAPHIC PROCEDURES III 4 crs.

(Prerequisite: RTE 1512C; Co-requisite: RTE 1824) Continuation of study in Radiologic anatomy, positioning, pathology and film critique with emphasis radiography of the genitourinary system, tomography, vertebral column, and bony thorax. Other topics to be covered include long bone measure, bone age and pelvimetry. This course includes discussion of patient care and medical terminology related to course topics, as well as the use and effects of contrast media on the human body. (3 hr. Lecture, 2 hr. Lab)

RTE 1804: RADIOGRAPHIC CLINICAL EDUCATION I 2 crs.

(Prerequisite: HSC 1000; Co-requisite: RTE 1503C) This course is designed to provide the student with the practical application, in a supervised clinical setting, of the theory covered in RTE 1503C and RTE 1000. He/she will be rotated through selected areas of the Radiography Department in order to gain firsthand experiences in film filing, film processing and transportation of patients. The student will observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under direct supervision. This course meets at the affiliate hospitals 16 hours per week. (16 hr. Lab)

RTE 1814: RADIOGRAPHIC CLINICAL EDUCATION II 2 crs.

(Prerequisite: RTE 1804) A continuation of RTE 1804L with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed upper and lower extremities, gastrointestinal tract and biliary system

procedures and film critique. Meets 16 hours per week. (16 hr. Lab)

RTE 1824: RADIOGRAPHIC CLINICAL EDUCATION III 2 crs.

(Prerequisite: RTE 1814) A continuation of RTE 1814L with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed on the spine, genitourinary system, thorax and film critique. Students will begin to perform procedures with indirect supervision. Meets 16 hours per week. (16 hr. Lab)

RTE 2473C: RADIOGRAPHIC QUALITY IMPROVEMENT 2 crs.

(Prerequisite: RTE 1308) This course provides instruction in facility design, quality control, quality assurance, quality improvement, an introduction to JCAHO standards for hospital accreditation and preparation of new radiography graduates to meet those standards. Laboratory activities include instruction in actual QC testing. (1 hr. Lecture, 2 hr. Lab)

RTE 2533C: RADIOGRAPHIC PROCEDURES IV 4 crs.

(Prerequisite: RTE 1523C; Co-requisite: RTE 2834) This course provides continued study in radiologic anatomy, positioning, pathology and film critique with emphasis on the skull and special procedures. Topics include sinuses, mastoids, facial bones and orbits. This course also provides instruction in mammography, operative procedures, myelography and other special procedures. This course includes discussion of patient care, contrast media and medical terminology related to course topics. (3 hr. Lecture, 2 hr. Lab)

RTE 2553C: RADIOGRAPHIC PROCEDURES V 2 crs.

(Prerequisite: RTE 2533C, Corequisite: RTE 2844) This course provides instruction in angiography and related vascular procedures, including venography and cardiac catheterization, as well as pharmacology of medications and contrast materials utilized in radiology departments. Discussion includes patient care, EKG performance and basic interpretation and medical terminology related to course topics. (1 hr. Lecture, 2 hr. Lab)

RTE 2563: ADVANCED MEDICAL IMAGING 3 crs.

(Prerequisite: RTE 2553; Co-requisite: RTE 2854) This course is an interdisciplinary workshop designed to prepare the Radiography student for entry to the workplace. Research into advanced radiologic modalities will be performed and presented by students. Topics specifically addressed include cross-sectional anatomy, CT, MRI, Sonogra-

phy, Nuclear medicine, Radiation Therapy, IV Therapy and basic medical assisting and lab skills. (3 hr. Lecture)

RTE 2613: RADIOGRAPHIC IMAGING SYSTEMS 3 crs.

(Prerequisite: 1000) In-depth analyses of the electromagnetism, electric generators, motors and transformers. Construction and function of x-ray tubes, and the use of tube rating charts. X-ray system components and schematics, fluoroscopic systems, video systems, digital systems and CT imaging systems. (3 hr. Lecture)

RTE 2834: RADIOGRAPHIC CLINICAL EDUCATION IV 3 crs.

(Prerequisite: RTE 1824) A continuation of RTE 1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on the radiography of the skull and special procedures. Meets 24 hours per week. Includes film critique. (24 hr. Lab)

RTE 2844: RADIOGRAPHIC CLINICAL EDUCATION V 3 crs.

(Prerequisite: RTE 2834) A continuation of RTE 2834 with students perfecting positioning skills and learning to work independently. Clinical rotation through Special Procedures CT and mammography, at the end of which, each student will be able to discuss the theoretical and clinical application of each procedure. Includes film critique. Meets 24 hours per week. (24 hr. Lab)

RTE 2854: RADIOGRAPHIC CLINICAL EDUCATION VI 3 crs.

(Prerequisite: RTE 2844) A continuation of RTE 2844 with students practicing positioning skills with indirect supervision. Emphasis is placed on completing clinical competencies. Rotations through Radiation Oncology, CT, MRI, Nuclear Medicine, Ultrasound and Special Procedures are included. Includes film critique. Meets 24 hours per week. (24 hr. Lab)

RTT 0940 INTERNSHIP IN FILM, TELEVISION AND VIDEO PRODUCTION OPERATIONS 8 voc. crs.

(Prerequisites: FIL 1270 & RTV 2000 or permissions of the Division Chair) Students are placed in industry positions to obtain on-the-job training in the film, television or video industry. (8 hr. Lab)

RTV 2000 FUNDAMENTALS OF TELEVISION PRODUCTION 3 crs.

Principles of television studio practice and programming includes instruction and demonstrations in basic skills and performance. (3 hr. Lecture)

RTV 2300C INTRODUCTION TO BROADCAST JOURNALISM 3 crs.

(Prerequisite: JOU 1100 or permission of division chair) Basic broadcast journalism and role of teamwork in step-by-step produc-

tion of news programs. Emphasis on reporter/writer's role in the newsroom, elements of broadcast newswriting and production and similarities and differences in news for television and news for newspapers. (2 hr. Lecture, 2 hr. Lab)

SLS 1211 OPTIMAL SELF-DEVELOPMENT 3 crs.

Introduces theories and methods of optimal self-development including self-directed activities for initiating self-change. (3 hr. Lecture)

SLS 1300 CAREER SELF-ASSESSMENT 1 cr.

Facilitates learning more about self interests, values, skills, personality and academic strengths in an independent study format. (1 hr. Lecture)

SLS 1301 CAREER DEVELOPMENT 3 crs.

Facilitates career decision-making and employability skills; assessing interests, values, skills, personality and academic strengths and relates these to occupations and college majors. Communication skills, job-search strategies, resume writing and interviewing skills are covered. (3 hr. Lecture)

SLS 1302 CAREER INFORMATION AND DECISION-MAKING 1 cr.

Explores occupations/college majors to assist in career decision-making. (1 hr. Lecture)

SLS 1303 JOB SEARCH 1 cr.

Resume development, interviewing and job-search skills are covered. (1 hr. Lecture)

SLS 1501 STRATEGIES FOR COLLEGE SUCCESS 3 crs.

(Co-requisite: For any student who tests into two or more prep courses) This course is designed to assist students in developing and improving note-taking, test-taking and study skills. Time management and test-taking techniques are discussed as well as learning about the library and other college resources. Listening skills are emphasized and the importance of effective communication in and out of the classroom is stressed. Students will assess and examine their individual learning styles and will learn how to adjust their methods of learning and study habits to accommodate their preferences and weaknesses. (3 hr. Lecture)

SLS 1505 CRITICAL THINKING 1 cr.

Demonstrates how to apply critical thinking skills to everyday problems and issues in school, careers and personal life. (1 hr. Lecture)

SLS 1533 OVERCOMING MATH ANXIETY 1 cr.

Helps students overcome math anxiety and become successful in mathematics courses. Focus on diagnosing students' effective learning techniques to improve stu-

dents' math study habits and test-taking skills, while reducing test anxiety. (1 hr. Lecture)

SON 2000 PRACTICAL ASPECTS OF SONOGRAPHY 2 crs.

(Prerequisite: Admission to Sonography program) Preparation for the Sonography program includes orientation, professional ethics, patient care procedures, Student Handbook review, quality control, record maintenance, scheduling, fiscal management, legal principles, teamwork principles, professional interaction and development, patient interview techniques and charting; Cross-sectional anatomy, scanning and film critique are introduced. (2 hr. Lecture)

SON 2006 PROFESSIONAL ASPECTS IN SONOGRAPHY 2 crs.

(Prerequisite: SON 2000) Preparation for Sonography work including administration, quality assurance, professional development and patient support; differential diagnosis and film critique; test-taking skills; cross sectional anatomy; and scanning skills are developed. (2 hr. Lecture)

SON 2111 ABDOMINAL SONOGRAPHY I 3 crs.

(Prerequisite: Admission to Sonography program) Introduction to transverse anatomy of abdominal area and recognition by sonographic visualization. (3 hr. Lecture)

SON 2112 ABDOMINAL SONOGRAPHY II 3 crs.

(Prerequisite: SON 2111) Sonographic imaging of abdominal viscera, and pathological processes includes correlation of ultrasound findings with clinical laboratory tests. Vascular ultrasound is introduced. (3 hr. Lecture)

SON 2121 OB/GYN SONOGRAPHY I 3 crs.

(Prerequisite: Admission to Sonography program) Introduction to female pelvis emphasizing sonographic appearance of structures and pathological processes. Sonographic evaluation of early pregnancy is introduced. (3 hr. Lecture)

SON 2122 OB/GYN SONOGRAPHY II 3 crs.

(Prerequisite: SON 2121) Continuation of the female pelvis emphasizing sonographic appearance of structures and pathological processes. Sonographic evaluation of pregnancy and related conditions is introduced including vascular ultrasound. (3 hr. Lecture)

SON 2161 NEUROSONOGRAPHY AND SUPERFICIAL STRUCTURES 2 crs.

(Prerequisite: Admission to the Sonography program) Sonographic imaging of premature infant brain and pathological processes including sonographic evaluation

of prostate, scrotum, thyroid gland and breast. Pediatric ultrasound is discussed. (2 hr. Lecture)

SON 2211 ACOUSTICAL PHYSICS AND INSTRUMENTATION I 2 crs.

(Prerequisite: Admission to Sonography program) Introduction to ultrasound, transducers and imaging instruments. (2 hr. Lecture)

SON 2212 ACOUSTICAL PHYSICS AND INSTRUMENTATION II 2 crs.

(Prerequisite: SON 2211) Continuation of ultrasound instruments; artifacts; Doppler instruments and safety; and equipment maintenance. (2 hr. Lecture)

SON 2416 SONOGRAPHIC FILM CRITIQUE 2 crs.

(Prerequisite: SON 2000) Review of case studies emphasizing technical factors, normal anatomy and pathological processes. (2 hr. Lecture)

SON 2621 ACOUSTICAL PHYSICS SEMINAR 1 cr.

(Prerequisite: SON 2212) Trends in ultrasound equipment, application, development as applied to acoustical physics are presented. (1 hr. Lecture)

SON 2804 CLINICAL SONOGRAPHY I 3 crs.

(Prerequisite: admission to Sonography program) Supervised clinical competency evaluation in performing sonographic procedures. Emphasizes patient care, equipment orientation, cross-sectional imaging planes and performance of quality exams. (20 hr. Lab)

SON 2814 CLINICAL SONOGRAPHY II 3 crs.

(Prerequisite: SON 2804) Continuation of supervised clinical experience and competency evaluation. (24 hr. Lab)

SON 2824 CLINICAL SONOGRAPHY III 4 crs.

(Prerequisite: SON 2804) Continuation of supervised clinical experience and competency evaluation. (32 hr. Lab)

SON 2930 INTERDISCIPLINARY AND RESEARCH SEMINAR 1 cr.

(Prerequisite: Admission to the Sonography program) Presentation of case studies as research techniques, imaging fields, differential diagnosis, scanning and resume writing skills are developed. (1 hr. Lecture)

SOP 2740 FEMINIST PSYCHOLOGY 3 crs.

(Prerequisite: PSY 2012) Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory prac-

tices, men's liberation, and the women's movement. The impact on behavior of psychological constraints is examined within experiential framework. Students are encouraged to explore their attitudes, interests and aspirations to stimulate self-awareness and facilitate personal growth. (3 hr. Lecture)

SOS 1102 SOILS AND FERTILIZERS 3 crs.

Study of soil characteristics, classifications, testing and plant nutrition. Management of soils for specific horticultural purposes by understanding soil reaction and uses of fertilizers. (3 hr. Lecture)

SOW 1031 INTRODUCTION TO SOCIAL WORK 3 crs.

Surveys philosophy, history and services of social welfare and values, methods and practice settings of social work. Social worker processes are examined with awareness that basic practice processes are applicable in the variety of contexts which involve social workers. (3 hr. Lecture)

SPC 1050 VOICE AND DICTION 3 crs.

Introduces vocal mechanism and function; improves vocal quality and expressiveness, articulation and pronunciation; and practice in International Phonetic Alphabet. (3 hr. Lecture)

SPC 1300 INTRODUCTION TO INTERPERSONAL COMMUNICATION 3 crs.

Introduction to communication skills for one-on-one relationships including perception, self-awareness, conflict and listening, emphasizing communication problems and skills. (3 hr. Lecture)

SPC 1600 FUNDAMENTALS OF SPEECH* 3 crs.

Principles and techniques in effective speaking; develops poise and confidence through practice in presenting materials emphasizes individual development. Written work: 2,000 words. Requires C or better for transfer for AA degree cr.. (3 hr. Lecture)

SPC 1601 PUBLIC SPEAKING 3 crs.

(Prerequisite: SPC 1600 or permission of division chairperson) Intensive study of public speaking reviewing briefly principles of speech preparation, organization and delivery and extensive practice in specialized types of speech communication experiences common to those called on to give speeches in public. (3 hr. Lecture)

SPN 1120 ELEMENTARY SPANISH I 4 crs.

Basic knowledge of Spanish grammar and composition, reasonable pronunciation and familiarity with life and cultures of native

* This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

speakers of the language is provided. (4 hr. Lecture)

SPN 1121 ELEMENTARY SPANISH II 4 crs.
Continuation of SPN 1120. Reinforces basic skills and develops increased listening, speaking, reading and writing skills, grammar knowledge and cultural awareness. (4 hr. Lecture)

SPN 1170 SPANISH IMMERSION STUDY PROGRAM 6 crs.
(Consent of instructor. No specific prior requisite; however, prior coursework in Spanish is recommended) An intensive, four week, homestay program providing real-life opportunities to attain proficiency in Spanish. Vocabulary building is emphasized along with written exercises and conversation. (6 hr. Lecture)

SPN 1177 SPANISH IMMERSION IN SPAIN/MEXICO/COSTA RICA 3
This course has been designed to provide a learning opportunity for participants to learn Spanish from native speakers in a total immersion program. In addition to intensive language classes, participants will be involved in every aspect of the culture of the country in which they travel. Independent study may be arranged. (3 hr. Lecture)

SPN 2200 INTERMEDIATE SPANISH I 3 crs.
(Prerequisite: SPN 1121 or equivalent) In-depth comprehension of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. (3 hr. Lecture)

SPN 2201 INTERMEDIATE SPANISH II 3 crs.
(Prerequisite: SPN 2200 or equivalent) Continuation of SPN 2200. Advanced grammar and composition are enhanced through translating, writing of themes and conversing. Appreciation of life and culture of native speakers are attained through lectures, reading and discussions of the history of Spain. Vocabulary building is emphasized along with written exercises and conversation. (3 hr. Lecture)

SPN 2240 INTERMEDIATE CONVERSATIONAL SPANISH I 3 crs.
(Prerequisite: SPN 1121 or equivalent) Develops conversational skills in the language. Short dialogues and readings on daily living experiences serve as topics for discussion and conversation in Spanish. Intensive oral practice and vocabulary building is emphasized. (3 hr. Lecture)

SPN 2241 INTERMEDIATE CONVERSATIONAL SPANISH II 3 crs.
(Prerequisite: SPN 1121 or equivalent) Develops conversational skills in the lan-

guage. Short dialogues and readings on daily living experiences serve as topics for discussion and conversation in Spanish. Intensive oral practice and vocabulary building is emphasized. (3 hr. Lecture)

SPN 2340 SPANISH FOR NATIVE SPEAKERS 3 crs.
(Prerequisite: Instructor's approval; Hispanic bilingual educated in the United States or near-native speaker-has lived in a Spanish-speaking country) Emphasizes normative aspects of language: Writing, spelling, punctuation and grammar or sentence structure which are problems for Spanish speakers. Reading selections for vocabulary expansion and compositions are offered. (3 hr. Lecture)

STA 1021 PROBABILITY AND STATISTICS 1 cr.
Introduces fundamental laws of probability, measures of central tendency, standard deviation and normal distribution. (1 hr. Lecture)

STA 2014 STATISTICS 3 crs.
(Prerequisite: permission of Mathematics department chairperson) Introduces applied statistics and probability including frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation and coefficient, regression, sample space, permutations, combinations, probability and expectation. (3 hr. Lecture)

SUR 1101C BASIC SURVEYING AND MAPPING 4 crs.
(Prerequisite: MAC 1102) Introduction to equipment and methods used in surveying includes angle, distance and elevation measurements. (3 hr. Lecture, 2 hr. Lab)

SUR 1322C CAD FOR SURVEYORS 2 crs.
(Prerequisites: SUR 1101, SUR 1640, SUR 1660) Preparation of typical drawings used in land surveying; introduction to computer operating systems; CAD methods; plotters. (1 hr. Lecture, 2 hr. Lab)

SUR 1640C LAND SURVEYING COMPUTATIONS 4 crs.
(Prerequisites: SUR 1101, MAC 1102) Introduction to errors and error analysis associated with surveying. (2 hr. Lecture, 4 hr. Lab)

SUR 1660C PROFESSIONAL DRAFTING FOR SURVEYORS 2 crs.
Techniques and drawings for land surveys using computer methods. (1 hr. Lecture, 3 hr. Lab)

SUR 2201C ROUTE GEOMETRICS 4 crs.
(Prerequisites: SUR 1101C, MAC 1114)

Covers geometric design of transportation systems, computer applications, comprehensive design project, spiral curves, superelevation theory and earthwork analysis. (2 hr. Lecture, 4 hr. Lab)

SUR 2301 PROJECT SURVEYING AND MAPPING 3 crs.
(Prerequisite: SUR 1640) Procedures for map construction by field and photogrammetric means including control surveys, stadia, geometry of photographs, flight planning, photogrammetric measurements and equipment, map construction, earthwork volumes and applications. (3 hr. Lecture)

SUR 2403 LAND SURVEYING PRINCIPLES 3 crs.
(Prerequisite: SUR 1101C, SUR 2301) Land boundaries, corners, areas; writing and interpreting legal descriptions; identification of land parcels; legal principles of boundary location; U.S. government land survey systems. (3 hr. Lecture)

SUR 2431 LAND SURVEYING PRACTICE 3 crs.
(Prerequisite: SUR 1101, SUR 2403, SUR 1660) Study of land survey practice; lot survey; sectionalized lands survey; water boundary survey; office and business practices; professional standing. (3 hr. Lecture)

SUR 2462C LAND PLANNING 3 crs.
(Prerequisite: SUR 2301) Covers legal requirements for subdividing land; land development systems; subdivision planning; and comprehensive projects. (2 hr. Lecture, 4 hr. Lab)

SUR 2500 ELECTRONIC AND GEODETIC SURVEYING 4 crs.
(Prerequisites: SUR 1101C, SUR 1640, SUR 2403) EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, azimuth, line of position; least squares, theory and applications. (3 hr. Lecture, 2 hr. Lab)

SYG 1012 INTRODUCTION TO GLOBAL STUDIES 3 crs.
Introduces the realities of current global problems; changing demographic patterns, food and energy resources, structure of international relations emphasizing development of global perspectives for sophisticated citizens. (3 hr. Lecture)

SYG 1230 AMERICAN MINORITIES TODAY 3 crs.
Explores historical and current principal minority groups in American life, tracing developments, contributions, values, character, heritage, social structure, etc., of each minority. Examines relations among ethnic and racial groups and general attitudes of

mainstream Americans, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. (3 hr. Lecture)

SYG 1440 INTRODUCTION TO THE SOCIAL SCIENCES * 3 crs.

Introduces the disciplines of social sciences which are interrelated emphasizing forces producing patterns of interrelationships including family, school, church and business and the significance of ongoing human culture. Written work: 2,000 words. Requires a C or better for transfer for AA degree credit. (3 hr. Lecture)

SYG 2000 INTRODUCTION TO SOCIOLOGY * 3 crs.

Basic sociological concepts essential for understanding organized social life. The sociological approach to understanding human behavior includes data analysis, culture, socialization, social interaction, social structure, gender roles, education, religion, social movements, social institutions, sociological theories, demographic processes and social change. Written work: 2,000 words. Requires C or better for transfer for AA degree credit. (3 hr. Lecture)

SYG 2010 AMERICAN SOCIAL PROBLEMS 3 crs.

(Prerequisite: SYG 1440 or permission of division chairperson) Explores major social problems confronting American society including mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations and related ethnic problems. (3 hr. Lecture)

SYG 2361 DEATH AND DYING 3 crs.

Issues and problems associated with death and dying resulting from changes in society encompassing grief, funeral practices, widowhood, suicide, life beyond death, moral and ethical issues. (3 hr. Lecture)

SYG 2430 MARRIAGE AND FAMILY 3 crs.

Study of the continuum of human intimacy and attraction from sociological and social psychological perspectives by examining varieties of human intimacy arrangements with emphasis on marriage and family. Alternative life styles are also discussed. (3 hr. Lecture)

TAR 1120C ARCHITECTURAL DRAWING 3 crs.

(Prerequisites: ART 1201C, ART 1300C) Introduction to drafting methods for architecture emphasizes techniques to present clear and precise solutions to basic architectural problems of lettering, preliminary sketching, line quality, shapes, orthographic

projection, perspective and architectural shades and shadows. (2 hr. Lecture, 2 hr. Lab)

TAX 2000 FEDERAL INCOME TAX I 3 crs.

(Prerequisite: ACG 2022 or permission of instructor) Introduction to federal, state and local business taxes for students desiring an associate in science degree in Accounting Technology. Not transferable to a senior institution. (3 hr. Lecture)

TAX 2010 FEDERAL INCOME TAX II 3 crs.

(Prerequisite: TAX 2000 or equivalent) Continuation of TAX 2000 focusing on corporate income taxes. Also includes taxation of partnerships, estates and trusts and practice before the Internal Revenue Service. Not transferable to a senior institution. (3 hr. Lecture)

THE 1000 INTRODUCTION TO THE THEATER 3 crs.

A general approach to organization theater and develops knowledge and appreciation of theater arts through historic and contemporary study of the drama. (3 hr. Lecture)

THE 1020 TECHNIQUES OF DRAMATIC ART 3 crs.

Study of the theater showing relationships of elements in the production of a play stressing aesthetic and practical place and function of playwright, director, designer, technician and actor. (3 hr. Lecture)

THE 2051 THEATER FOR A CHILDREN'S AUDIENCE 3 crs.

Analyzes theory of children's theater, surveys the development within the American theatre scene, studies functionality within the American community and materials available for use with children. (3 hr. Lecture)

TPA 1210 FUNDAMENTALS OF STAGECRAFT 3 crs.

Lectures and classroom demonstrations in construction, painting and handling of scenery, makeup and making properties. Crew hours are required. (3 hr. Lecture)

TPA 1211 ADVANCED STAGE CRAFT 3 crs.

(Prerequisite: TPA 1210) Continuation of TPA 1210 emphasizing set design and lighting techniques and principles of designing and executing model sets and stage lighting in classroom demonstrations and experiences. (3 hr. Lecture)

TPA 2040L COSTUME INTERNSHIP 1 cr.

(Co-requisite: Any Musical Theater or Theater Course) This course is designed to provide hands-on experience in the execution of costumes for a production. Emphasis

is on the cutting, tailoring and building techniques most commonly used. Brief lectures will be given on the different design aspects as it applies to varying sizes of theatrical houses and audience-actor relationships. (2 hr. Lab)

TPA 2060L SCENIC INTERNSHIP 1 cr.

(Co-requisite: Any Musical Theater or Theater Course) This course is designed to provide hands-on experience in the execution of scenery for a production. Emphasis is on the construction, rigging and movement techniques most commonly used. Brief lectures will be given on the different design aspects as it applies to varying sizes of theatrical houses and audience-actor relationships. (2 hr. Lab)

TPA 2220L LIGHTING INTERNSHIP 1 cr.

(Co-requisite: Any Musical Theater or Theater Course) This course is designed to provide hands-on experience in the execution of lighting for a production. Emphasis is on the instrument, hanging, gelling and focussing required from the light plot. Brief lectures will be given on the different aspects of lighting as it applies to varying sizes of theatrical houses and the audience-actor relationship. (2 hr. Lab)

TPA 2400L THEATRE MANAGEMENT INTERNSHIP 1 cr.

(Co-requisite: Any Musical Theater or Theater Course) This course is designed to provide hands-on experience in theater management. Activities such as audience building and advertising for professional and non-professional events. Emphasis is on front-of-house operations which includes house management, ticket sales (reservation and walk-up), lobby displays and coordination with stage manager. (2 hr. Lab)

TPP 1600 PLAYWRITING 3 crs.

Introduction to the study, analysis and writing plays for the theater. Emphasis on developing skills in writing short scenes stressing creating characters, handling dialogue and plot structure. (3 hr. Lecture)

TPP 2100 ACTING I 3 crs.

(Prerequisite: THE 1020 or permission of division chairperson) Fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given as students present scenes from plays. (3 hr. Lecture)

TPP 2110 ACTING II 3 crs.

(Prerequisite: TPP 2100 or permission of division chair) Continuation of TPP 2100 emphasizing processes of developing characterization and discover relationships af-

* This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

fecting the character. Students study methods of auditioning, prepare a resumé and present monologues. (3 hr. Lecture)

TPP 2190L REHEARSAL AND PERFORMANCE INTERNSHIP 1 cr.

(Co-requisite: Any Musical Theater or Theater Course) This course is designed to provide hands-on experience in rehearsal and performance techniques for production. Emphasis is on the warm-up, reading, blocking and nuances of a role. Brief lectures will be given on the different design aspects as it applies to varying sizes of theatrical houses and audience-actor relationships. (2 hr. Lab)

TPP 2510 MOVEMENT FOR THE THEATER 3 crs.

Introduction to study, analysis and application of styles of movement required in theatrical productions emphasizing preparation to use physical characteristics appropriate for a play placed in a particular locale and time. Study of body language, analysis of movement, types and rhythms of movement and pantomime are included. (3 hr. Lecture)

VPI 0100 VOCATIONAL READING SKILLS 1 voc. cr.

For students needing improvement in literal reading comprehension skills prior to entering a vocational program. Following a diagnostic assessment, an individualized prescription is developed. A post-test is administered upon completion of the prescription. Graded passing or not passing (P-N). (20 hr. Lab)

VPI 0200 VOCATIONAL MATHEMATICS SKILLS 1 voc. cr.

For students needing to improve basic mathematics skills before entering a vocational program. Following diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at completion of the prescription. Graded passing or not passing (P-N). (20 hr. Lab)

VPI 0300 VOCATIONAL ENGLISH SKILLS 1 voc. cr.

For students needing improvement in basic English skills prior to entering a vocational program. Following a diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at the completion of the prescription. Graded passing or not passing (P-N). (20 hr. Lab)

WOH 1012 ANCIENT AND MEDIEVAL HISTORY 3 crs.

Introduces theories of historical causation, origin of life in prehistoric times and emergence of early Mideastern and Mediterranean cultures in Mesopotamia, Egypt, Israel and Persia emphasizing Western civilization's roots in ancient Greece, Rome and

medieval Europe to 1500 A.D.; legacy of the East, the Byzantine and Islamic worlds. (3 hr. Lecture)

WOH 1022 MODERN WORLD HISTORY 3 crs.

Continuation of WOH 1012. Introduces the birth of the modern age in intellectual (Renaissance), religious (Reformation), economic, and navigational achievements of the period around 1500 and goes through the twentieth century emphasizing European civilization directly influencing American and modern world culture and increasing role and significance of Afro-Asian peoples is covered. (3 hr. Lecture)

ZOO 1010 GENERAL ZOOLOGY LECTURE 3 crs.

(Prerequisite: BSC 1010; co-requisite: ZOO 1010L) Introduction to structure, functioning, embryology and evolutionary relationships of representatives of major animal phyla culminating in man. (3 hr. Lecture)

ZOO 1010L GENERAL ZOOLOGY LABORATORY 1 cr.

(Prerequisite: BSC 1010; co-requisite: ZOO 1010) Laboratory observation of representative groups of the animal kingdom. (2 hr. Lab)

ZOO 2713 COMPARATIVE VERTEBRATE ANATOMY 3 crs.

(Prerequisites: ZOO 1010, ZOO 1010L; co-requisite: ZOO 2713L) Introduces embryology and development of organ systems for main classes of vertebrates and origins and classification of chordates. (3 hr. Lecture)

ZOO 2713L COMPARATIVE VERTEBRATE ANATOMY LABORATORY 1 cr.

(Co-requisite: ZOO 2713) Laboratory dissects representatives of major classes of vertebrates; lamprey, shark, Necturus and cat. (4 hr. Lab)



Chapter 10

DISTRICT ADMINISTRATIVE/ MANAGERIAL PERSONNEL

EISSEY, EDWARD M.
President
Ph.D., Florida State University

BERTINO, SHEILA E.
Director, College Relations & Marketing
M.S., University of Tennessee

BUSSELL, JAN S.
Dean, Vocational Education
M.S., Florida State University

DYER, PATRICIA A.
Vice President, Academic Affairs
Ed.D., Florida Atlantic University

FAQUIR, HAMID
Director, Student Activities & Athletics
M. Ed., Florida Atlantic University

FRECH, DAVID L.
Director, Data Processing
A.A., Palm Beach Community College

HAYNES, MELVIN JR.
Vice President, Student Services
Ed.D., University of Georgia

HOWELL, JAMES O.
Director, Institutional Research
Ph.D., New Mexico State University

JOHANSEN, DOUGLAS G.
Executive Director, Foundation & Development

JONES, RICHARD L.
Director, Purchasing
B.S., University of Palm Beach

PEAVLER, LAUREN O.
Director, Financial Aid
B.A., Douglas College

ROGERS, J. BARRY
Controller
B.S., Florida State University

SCHNEIDER, JOSEPH M.
Director, Human Resources
M.P.A., Florida Atlantic University

TATE, G. TONY
Vice President, Administration & Business Affairs
Ed.D., Florida Atlantic University

CAMPUS ADMINISTRATIVE PERSONNEL, ACADEMIC CHAIRS AND PROGRAM MANAGERS

ANDERSON, PATRICIA J.
Dean, Student Services II/Eissey
M.S., Nova University

BECK, R. CELESTE
Provost/Dean, Academic Affairs II/South
M.S., Voc. Ed., Florida International University

BUKOWSKI, JOSEPH
Provost/Dean, Academic Affairs I/Eissey
Ed.D., Nova University

DUNKLE, GLADYS L.
Director of Campus LLRC/Eissey
M.S.L.S., University of Kentucky

FRANKE, HELEN B.
Provost/Glades
Ed.D., University of Florida

GUMMERE, JUDITH L.
Director, Continuing Studies I/South
M.Ed., Florida Atlantic University

HANEY, PATRICK J.
Division V Chair/Central
D.D.S., Marquette University

HOLCOMB, JOAN F.
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M.S., Florida International University

HOLCOMB, RICHARD E.
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Ph.D., Texas Tech University

HOLDEN, EILEEN B.
Division IV Chair/Central
M.Ed. University of Houston

JACKSON, PHILLIP
Division Chair/Special Programs/Eissey
M.A., North Carolina Central University

KAJSTURA, ALEX
Division III Chair/Central
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KELLEY, BRIAN
Director, Library Learning Resources/Central
M.L.S., Florida State University

LEA, KIMBERLY K.
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M.B.A., Florida Atlantic University

MACLACHLAN, SCOTT
Dean, Student Services/Central
M.Ed., Georgia Southern College

MARNELLI, JAMES M.
Supervisor, Criminal Justice Training Center/Central
M.A., Anna Maria College

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Ph.D., University of Florida

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M.A., Xavier University

RAY, KENNETH JR.
Dean, Student Services I/Glades
M.Ed., University of Florida

REARDON, JOEL B.
Division VII Chair/Central
M.A., Eastern New Mexico University

RICHE, PATRICIA V.
Director, Continuing Studies/Central
M.S., Johns Hopkins University

SCHMIEDERER, JOHN M.
Dean of Academic Affairs III/Central
Ed. S., Florida Atlantic University

SHAVER, VICKI E.
Program Manager, Radiology/Eissey
M.S., Nova University

TERHUNE, DAN L.
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TIONA, ANTHONY L.
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VERSE, SELMA A.
Coordinator, Nursing Education/Central
M.Ed., Columbia University

WILLEY, EDWARD W.
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M.S., Nova University

WRIGHT, GABRIELA F.
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M.Ed., University of Florida

CENTER FOR PERSONALIZED INSTRUCTION PROFESSIONALS

ADAMS, MARGARET B.
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M.Ed., Northeastern University

AGUILA, SUSAN
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M.A., Florida Atlantic University

DASHER, ANDREW J.
Learning Specialist/CPI/Eissey
M.A., Florida State University

EZEILO, BRENDA
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B.A.S., Florida Atlantic University

GRASSMAN, LAURA
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B.A., Florida Atlantic University

GUEVREMONT, LYNDA E.
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M.Ed., Florida Atlantic University

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B.S., Barry University

NEGINSKY, EWA
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B.S., Florida Atlantic University

PASAPANE, LOIS C.
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M.S., Nova University

RAY, MAGDALA
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B.A., Palm Beach Atlantic College

REY, LOURDES
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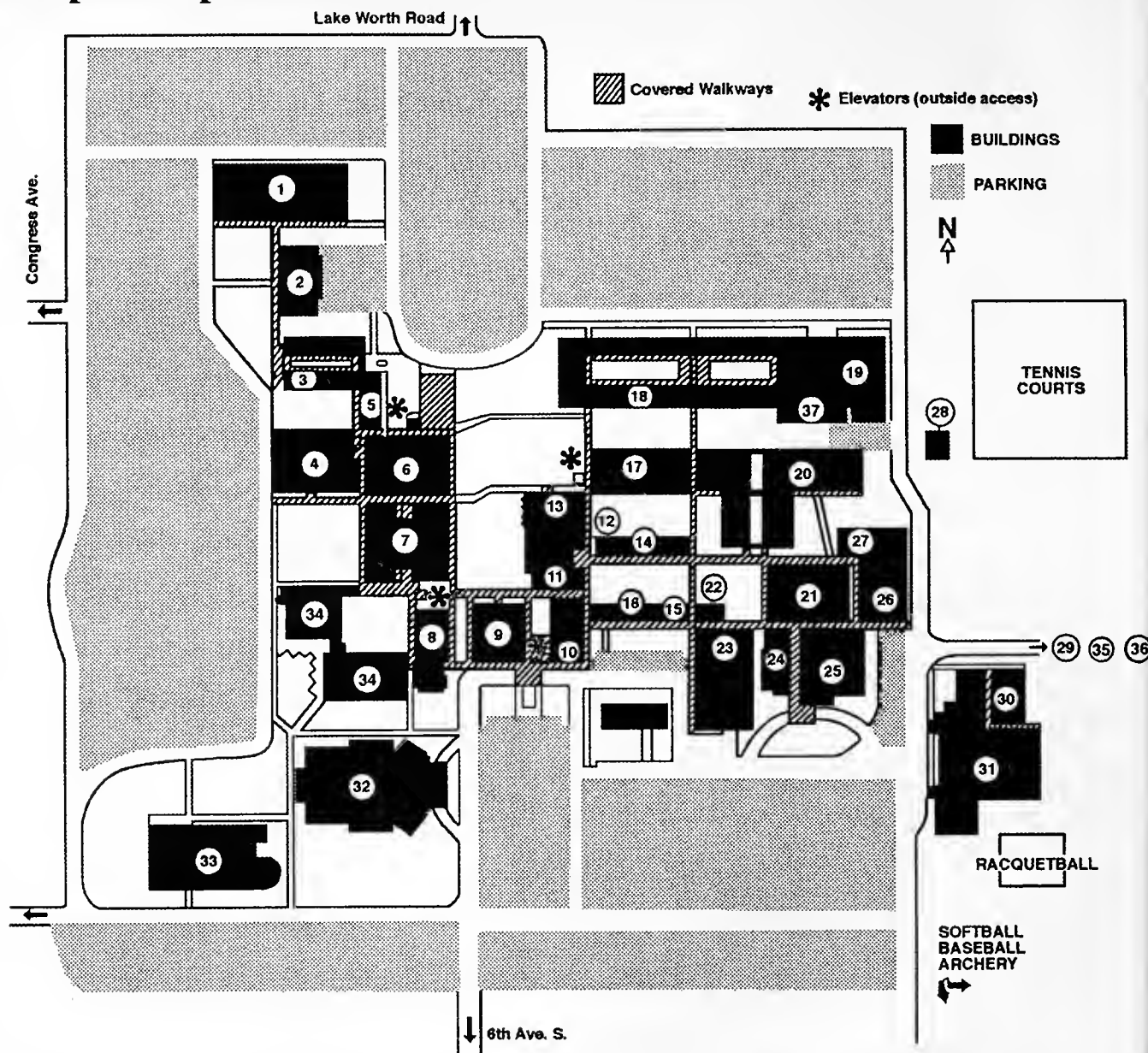
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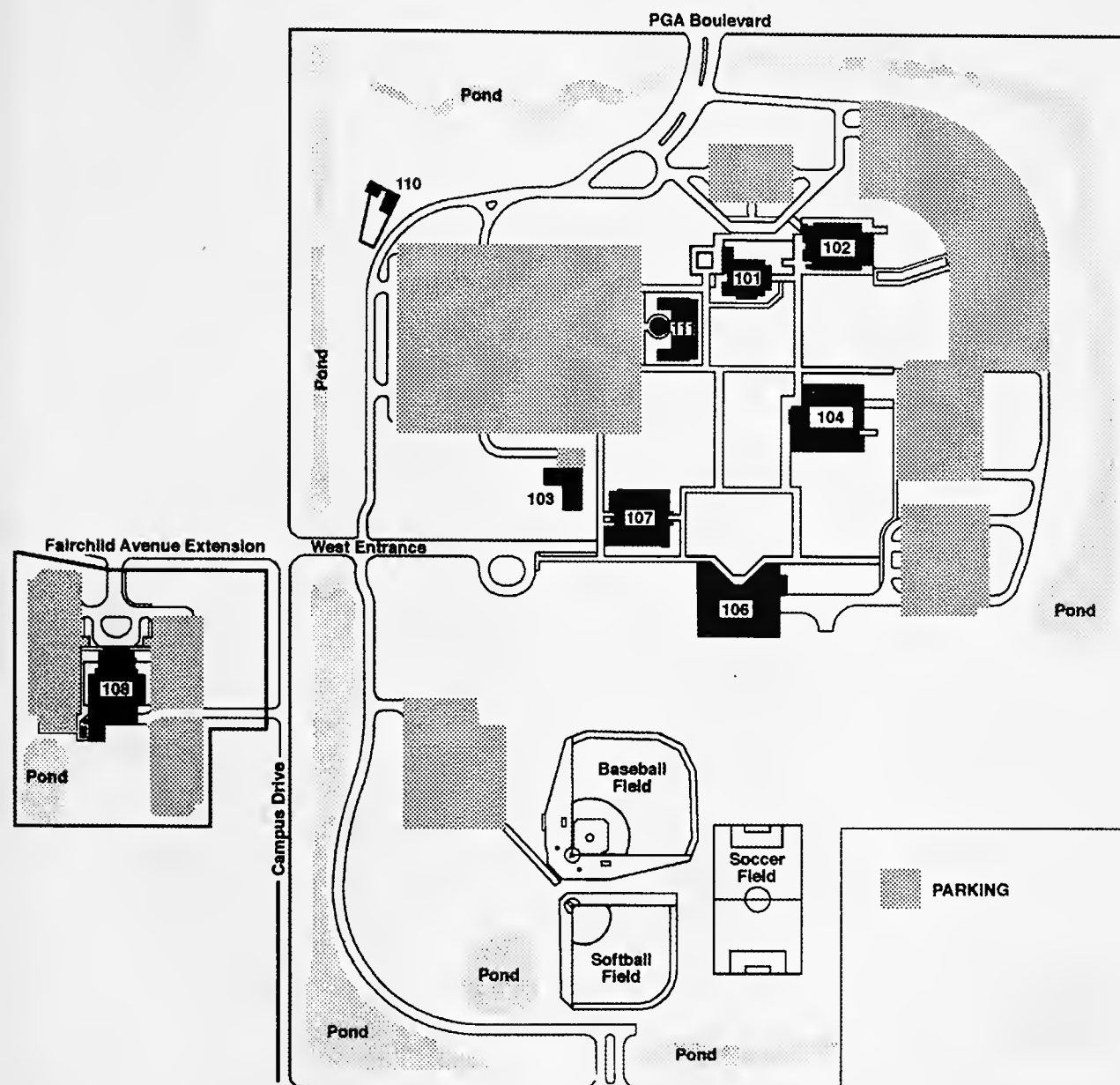


Campus Maps



Palm Beach Community College Central Campus 4200 Congress Avenue, Lake Worth, FL 33461-4796

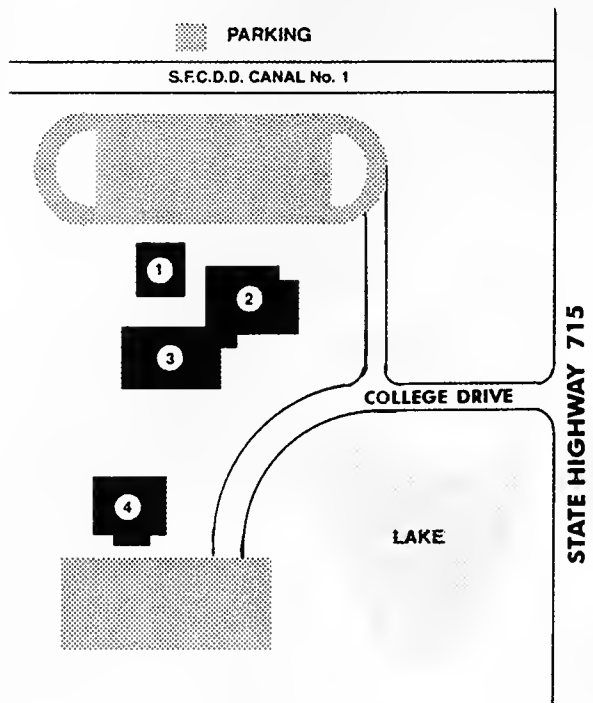
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| 2. Technical Laboratory - TL | 14. CPI Reading Laboratory - CP | 26. Student Activities Center - SAC |
| 3. Technical - TE | 15. Provost's Office | 27. Testing Center, Disabled Services |
| 4. Philip O. Lichtblau Allied Health Center - AH | 16. CPI Mathematics Laboratory - CP | 28. Tennis Shop |
| 5. Graphic Communications | 17. Britton G. Sayles Social Science - SS | 29. Claude A. Edwards District Physical Plant |
| 6. Business Administration - BA | 18. Science - SC | 30. Fitness Center |
| 7. Harold C. Manor Library - LLRC/LC | 19. President's Dining Room | 31. Elisabeth W. Erling Gymnasium - PE/GYM |
| 8. District Data Processing - DP | 20. Criminal Justice - CJ | 32. Watson B. Duncan III Theatre - AU |
| 9. G. Tony Tate District Offices | 21. Paul J. Glynn Student Services Center Admissions, Advising, Career Center Counseling, Nurse & Registrar | 33. Humanities - HU |
| 10. Cashier's Office/Finance | 22. Security Office | 34. Technology Building |
| 11. Paul W. Graham Continuing Studies - CE | 23. Bookstore | 35. District Warehouse |
| 12. <i>Beachcomber</i> - Student Publication | 24. Financial Aid | 36. Physical Plant Central |
| | | 37. Temporary Facilities Office |



Palm Beach Community College Edward M. Eissey Campus
3160 PGA Boulevard, Palm Beach Gardens, FL 33410-2893

- 101 Administration**
- 102 Classroom Building**
- 103 Mechanical Building**
- 104 LLRC/Lab**
- 106 Burt Reynolds Student Center**

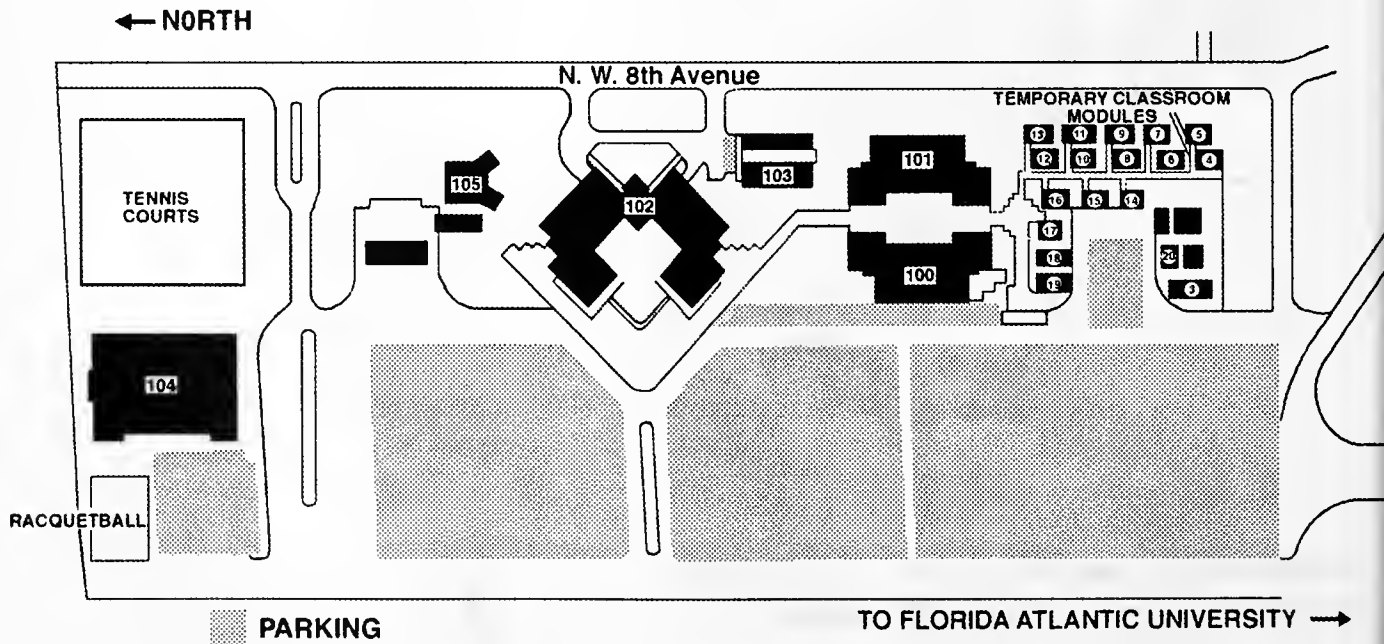
- 107 Philip D. Lewis Center for
Business and Industry Technology**
- 108 Edward M. Eissey Campus Theatre**
- 110 Greenhouse**
- 111 Classroom Building**



Palm Beach Community College Glades Campus

1977 College Drive, Belle Glade, FL 33430-3699

- 1 Physical Plant
- 2-3 Registration/Administration/Classrooms
- 4 Dolly Hand Cultural Arts Center



Palm Beach Community College South Campus

3000 Saint Lucie Avenue, Boca Raton, FL 33431-6490

- | | |
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| 100 Academic Lab | 103 Support Services Bldg. |
| 101 Academic Classrooms | 104 Gymnasium |
| 102 Student/Office Bldg. | 105 Bookstore |



**Palm Beach
Community College**
Application for Admission

**PBCC-
One Degree Better**

**Palm Beach Community College
Central Campus**

4200 Congress Avenue
Lake Worth, FL 33461-4796
General Information 561/439-8000
Admission Information 561/439-8102
Records/Registration 561/439-8100

**Palm Beach Community College
Edward M. Eissey Campus**

3160 PGA Boulevard
Palm Beach Gardens, FL 33410-2893
General Information 561/625-2500
Admission Information 561/625-2400
Records/Registration 561/625-2425

**Palm Beach Community College
Glades Campus**

1977 College Drive
Belle Glade, FL 33430-3699
General Information 561/996-3055
Admission Information 561/996-3055
Records/Registration 561/996-3055

**Palm Beach Community College
South Campus**

3000 Saint Lucie Avenue
Boca Raton, FL 33431-6490
General Information 561/367-4500
Admission Information 561/367-4500
Records/Registration 561/367-4500

Palm Beach Community College

Edward M. Eissey
President

District Board of Trustees

Homer J. Hand
Chair

J. Max Davis
Vice Chair

Minnie C. Howard
Bettye J. King, Esq.
M. J. Steele

An Equal Opportunity Institution

APPLICATION INFORMATION AND INSTRUCTIONS

- APPLICATION:** Complete the application form in detail and forward it to the admissions office at the designated home campus you plan to attend. International applications must be sent directly to the Central Campus. Applicants applying to Limited Access programs must send the applications to the campus designated on the application. **Applications not complete will be returned.**
- APPLICATION FEE:** \$20 U.S. citizen. \$30 international. (U.S. currency) **Non-refundable**
- PLACEMENT TEST:** Each first-time-in-college student and transfer student who has not successfully completed college-level math or English must furnish official test scores from the ACT, SAT, ASSET, MAPS or CPT prior to registering for classes. If you have not taken one of the placement tests listed above, make an appointment at the testing center on the campus where you will register.
- LIMITED ACCESS PROGRAMS:** Admission to the College neither constitutes nor guarantees admission to Limited Access programs. If you plan to enter one of the following programs, you must request the separate application packet for the specific program. Your application and records must be submitted to the home campus designated on the application. Limited Access programs include:
- DENTAL ASSISTING • DENTAL HYGIENE • DIETETIC TECH • NURSING (Except LPN to RN and Advanced)
 - OCCUPATIONAL THERAPY ASSISTANT • PARAMEDIC • RADIOGRAPHY • RESPIRATORY CARE • SONOGRAPHY
- RECORDS:** Any student falsifying application records will be subject to immediate dismissal without a refund. All credentials submitted become the property of the College and can not be returned.
- FINAL ACCEPTANCE:** Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript or transcripts of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.
- CAREER CENTER:** If you are unsure of your college major or career objectives, or are in need of a job, contact the career center on the campus you plan to attend.
- HANDICAPPED STUDENTS:** Support services are available on each campus. If you need any special assistance, contact the campus you plan to attend.
- STUDENT HOUSING:** For information on student housing, please call 561/582-9100.

1. **U.S. SOCIAL SECURITY NUMBER** - (Foreign students might not have this number). This number becomes your student number and is used in federal and state reports only. It is important that this information be complete and accurate.
2. **HOME CAMPUS DESIGNATION** - The home campus designation is the campus where your records will be retained. Application transcript(s) must be submitted to your home campus with the exception of Limited Access programs (these records must be submitted to the campus designated on the application) and international applications (these records must be submitted to the Central Campus). Any questions concerning academic advisement or your student records should be directed to your home campus.
3. **NAME** - Exact legal name. Include all names under which materials will be sent. Print clearly.
4. **LOCAL ADDRESS** - Address where you will be living while attending PBCC.
5. **PERMANENT ADDRESS** - Permanent home address.
6. **ENTRANCE DATE** - Check the month and enter the year of the term you plan to take your first class.
7. **MAJOR** - Indicate your intended PBCC field of study (refer to catalog for programs).
8. **STUDENT STATUS**
 - A. *A. (associate in arts degree)* - Those planning to attend a four-year college or university after graduation from PBCC.
 - A. *S. (associate in science degree)* - Those interested in completing their formal college education at PBCC in a specialized business, technical or professional program.
 - Certificate Program* - These are non-degree programs which, at completion, student will receive a certificate of completion.
 - Non-degree* - Students who would like to take a course for personal interest or job advancement, and do not plan on obtaining an associate type of degree at this time. Students in this category cannot receive financial aid.
 - Audit* - Those wishing to attend classes but would not like to have a grade. Students must be in regular attendance, but are not required to take tests and examinations. No audit student may change their registration to seek credit in any course in which they are enrolled. All tuition and fees apply.
9. **DISABLED STATUS** - The information is used for research purposes only and helps the College determine facility and service needs.
10. **SEX** - This information is used in federal and state reports only. It is important that this information be complete and accurate.
11. **DATE OF BIRTH and PLACE OF BIRTH** - This is used in federal and state reports only. It is important that this information be complete and accurate. Include month, day and year; city and state.
12. **RACE/ETHNIC ORIGIN** - Required for Office of Civil Rights reports.
13. **HIGH SCHOOL** - Indicate the name and request an **official** transcript from the last high school attended.
14. **GED** - Indicate the state, version and date issued. **Official** transcript of scores must be sent directly to PBCC from issuing agency.
15. **COLLEGE/UNIVERSITY** - Indicate the name and request an **official** transcript from all colleges and universities attended. Omission of any constitutes falsification of records and voids application.
16. **CITIZENSHIP** - Indicate your citizenship and English proficiency status. Resident aliens must submit copies of both sides of the resident alien card. International students and refugees must submit copies of their immigration papers or visas.
17. **RESIDENCY STATEMENT AND SIGNATURE** - Read **carefully** and complete the residency statement on the reverse side of the application. Sign and date the application. **Applicants who omit any of this information will be classified as a non-resident for tuition purposes.**

PALM BEACH COMMUNITY COLLEGE APPLICATION FOR ADMISSION

Please Type or Print Clearly

U.S. SOCIAL SECURITY NUMBER ____/____/____

2. HOME CAMPUS DESIGNATION *See cover for addresses*

☐ Central ☐ Eissey ☐ Glades ☐ South

NAME _____
LAST FIRST MIDDLE/MAIDEN

Any of your transcripts, test scores, etc. might arrive under any name(s) other than those listed above, enter name(s) here:

LOCAL ADDRESS _____
NUMBER AND STREET ADDRESS CITY

COUNTY STATE ZIP CODE HOME TELEPHONE BUSINESS TELEPHONE

PERMANENT ADDRESS ☐ Check here if same as local address

NUMBER AND STREET ADDRESS CITY COUNTY (OR PROVINCE) STATE

| | | | |
|--|---|--|---|
| 7. ENTRANCE DATE Year 19 ____ <input type="checkbox"/> AUG. (Fall term) <input type="checkbox"/> OCT. (Fall express term) <input type="checkbox"/> JAN. (Winter term) <input type="checkbox"/> MARCH (Winter express term) <input type="checkbox"/> MAY (Summer A term) <input type="checkbox"/> JUNE (Summer B term) MAJOR _____ | 8. STUDENT STATUS <input type="checkbox"/> AA degree seeking <input type="checkbox"/> AS degree seeking <input type="checkbox"/> Certificate program <input type="checkbox"/> Non-degree seeking <input type="checkbox"/> Audit <input type="checkbox"/> Transient <input type="checkbox"/> High school dual enrollment | 9. SEX <input type="checkbox"/> Female (2) <input type="checkbox"/> Male (1) 10. DATE OF BIRTH ____/____/____ Place of Birth _____ 11. RACE/ETHNIC ORIGIN <input type="checkbox"/> American Indian (3) <input type="checkbox"/> Asian (2) <input type="checkbox"/> Black Non-Hispanic (5) <input type="checkbox"/> Hispanic (6) <input type="checkbox"/> White Non-Hispanic (1) | 12. DISABLED STATUS <small>In order to provide services to disabled students, the College is asking for VOLUNTARY self-identification of students with a specific disability. This information will be confidential and will be used for the sole purpose of aiding to achieve his/her fullest potential.</small> <input type="checkbox"/> Physical Impairment (P) <input type="checkbox"/> Speech Impairment (S) <input type="checkbox"/> Hearing Impairment (H) <input type="checkbox"/> Visual Impairment (V) <input type="checkbox"/> Learning Impairment (L) <input type="checkbox"/> Other Health Impairment (O) |
|--|---|--|---|

HIGH SCHOOL DATA _____ Date of Graduation ____/____/____
NAME OF HIGH SCHOOL CITY/STATE MO. YR.

GED DATA State of Issue _____ English Version? ☐ Yes ☐ No Date of Issue ____/____/____
MO. YR.

COLLEGE/UNIVERSITY

List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.

| NAME OF INSTITUTION | CITY/STATE | DATES | DEGREE | CREDIT |
|---------------------|------------|-------|--------|--------|
| | | | | |
| | | | | |

To list more colleges/universities, attach separate page.

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Tests and ACT score reports that this institution may request from other institutions, the College Board or ACT. PBCC may release copies of my official PBCC transcript to other institutions to which I make application. No further authorization is necessary. I understand that falsification or omission of any information may result in my rejection or dismissal by the College.

Citizenship Carefully read #16 on application information page.

U.S. Citizen, ☐ Permanent Resident Alien, ☐ Asylee or Refugee Alien, ☐ Other Non-U.S. Citizen:

Indicate visa type: F1, B1-2, E1, E2, L1, L2, Other _____, None _____ and home country _____.

Indicate your primary language? ☐ Yes or ☐ No.

Read and complete residency information on reverse side of this page. Applicants who omit this information will be classified as a non-resident for tuition purposes.

MUST COMPLETE REVERSE SIDE

INFORMATION FOR RESIDENCE CLASSIFICATION

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian, established and maintained legal residence in Florida for at least 12 months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida resident for tuition purpose, you must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be a legal resident of the same state as their parents. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

DEFINITIONS:

A) **DEPENDENT:**

A copy of your most recent tax return or other documentation may be requested to establish dependence/independence.

B) **INDEPENDENT:**

A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.
A person who provides more than 50 percent of his/her own support.

FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

- ☐ 1. I am an independent person and have maintained legal residence in Florida for at least 12 months.
- ☐ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- ☐ 3. I am a dependent person who has resided for five years with an adult relative other than my parents or legal guardian and my relative has maintained legal residence in Florida for at least 12 months.
- ☐ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution: _____
- ☐ 5. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required.)
- ☐ 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.
- ☐ 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. (INS documentation required.)
- ☐ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida [or I am the member's spouse or dependent child]. (Copy of military orders (DD2058) or military document showing home of record required.)
- ☐ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.)
- ☐ 10. I am part of the Latin American/Caribbean scholarship program. (Copy of employment verification required.)
- ☐ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)
- ☐ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child].
- ☐ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- ☐ 14. I am a full-time student participating in a linkage institute. (S.240.137, F.S.)

ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

- 1. Name of Applicant: _____ 2. Student SSN: _____
The CLAIMANT is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. All of the questions below pertain to the claimant.
- 3. Name of Claimant: _____ 4. Relationship of Claimant to Applicant: _____
- 5. Permanent Legal Address of Claimant: _____
Street Address
- 6. () _____
Telephone Number of Claimant: _____ City _____ State _____ Zip _____
- 7. Date Claimant Began Establishing Legal Florida Residence and Domicile: _____
- 8. Claimant's Voter Registration: State: _____ County: _____ Number: _____ Original Issue Date: _____
- 9. Claimant's Drivers License: State: _____ Number: _____ Original Issue Date: _____
- 10. Claimant's Vehicle Registration: State: _____ License Tag Number: _____ Issue Date: _____
- 11. Non-U.S. Citizen Only: Resident Alien Number: _____ Date Card Issued: _____
(Copy of both sides of card required)

By my signature, I affirm that all of the application information and residency statements herein are true, complete and correct.

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above named applicant meets all requirements indicated in the category checked above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above named student to the penalties for making a false or fraudulent statement.

Signature in Ink of Applicant

and of

Person Claiming Florida Residency if other than Applicant

Date

NON-FLORIDA RESIDENTS ONLY

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature in Ink

Date

STUDENT: Please send this request form to your high school, or if you have attended college, send one to each college. Transcripts are considered official only if they are forwarded directly from your previous institution(s) to PBCC.

SCHOOL: Please attach this form to transcript and send to campus indicated.

PLEASE SEND MY
TRANSCRIPT TO:



OFFICE OF THE REGISTRAR

STUDENT:

Check the campus you plan
to attend:

- ☐ **CENTRAL CAMPUS**, 4200 Congress Ave., Lake Worth, FL 33461-4796
☐ **EDWARD M. EISSEY CAMPUS**, 3160 PGA Blvd., Palm Beach Gardens, FL 33410-2893
☐ **GLADES CAMPUS**, 1977 College Dr., Belle Glade, FL 33430-3699
☐ **SOUTH CAMPUS**, 3000 Saint Lucie Ave., Boca Raton, FL 33431-6490

My name is _____
Last First Middle

Address _____
Street City State Zip Code

Birth date _____ Date first enrolled _____
Month Day Year

Social Security No. _____ Date last enrolled _____

Graduate? ☐ Yes ☐ No Date: _____

My records will be _____

Send under name _____
Last First Middle

THIS SIGNED FORM AUTHORIZED THE RELEASE OF A COPY OF MY TRANSCRIPT TO THE OFFICE OF THE REGISTRAR, PALM BEACH COMMUNITY COLLEGE.

Student Signature

R-118 #691

STUDENT: Please send this request form to your high school, or if you have attended college, send one to each college. Transcripts are considered official only if they are forwarded directly from your previous institution(s) to PBCC.

SCHOOL: Please attach this form to transcript and send to campus indicated.

PLEASE SEND MY
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My name is _____
Last First Middle

Address _____
Street City State Zip Code

Birth date _____ Date first enrolled _____
Month Day Year

Social Security No. _____ Date last enrolled _____

Graduate? ☐ Yes ☐ No Date: _____

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Send under name _____
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Student Signature

R-118 #691

Palm Beach Community College Central Campus

1200 Congress Avenue
Lake Worth, Florida 33461-4796
(561) 967-PBCC (7222)

Palm Beach Community College Edward M. Eissey Campus

3160 PGA Boulevard
Palm Beach Gardens, Florida 33410-2893
(561) 624-PBCC (7222)

Palm Beach Community College Glades Campus

1977 College Drive
Belle Glade, Florida 33430-3699
(561) 996-PBCC (7222)

Palm Beach Community College South Campus

3000 Saint Lucie Avenue
Boca Raton, Florida 33431-6490
(561) 367-4500



Florida's First Public Community College

Palm Beach Community College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran, marital or handicapped status.



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